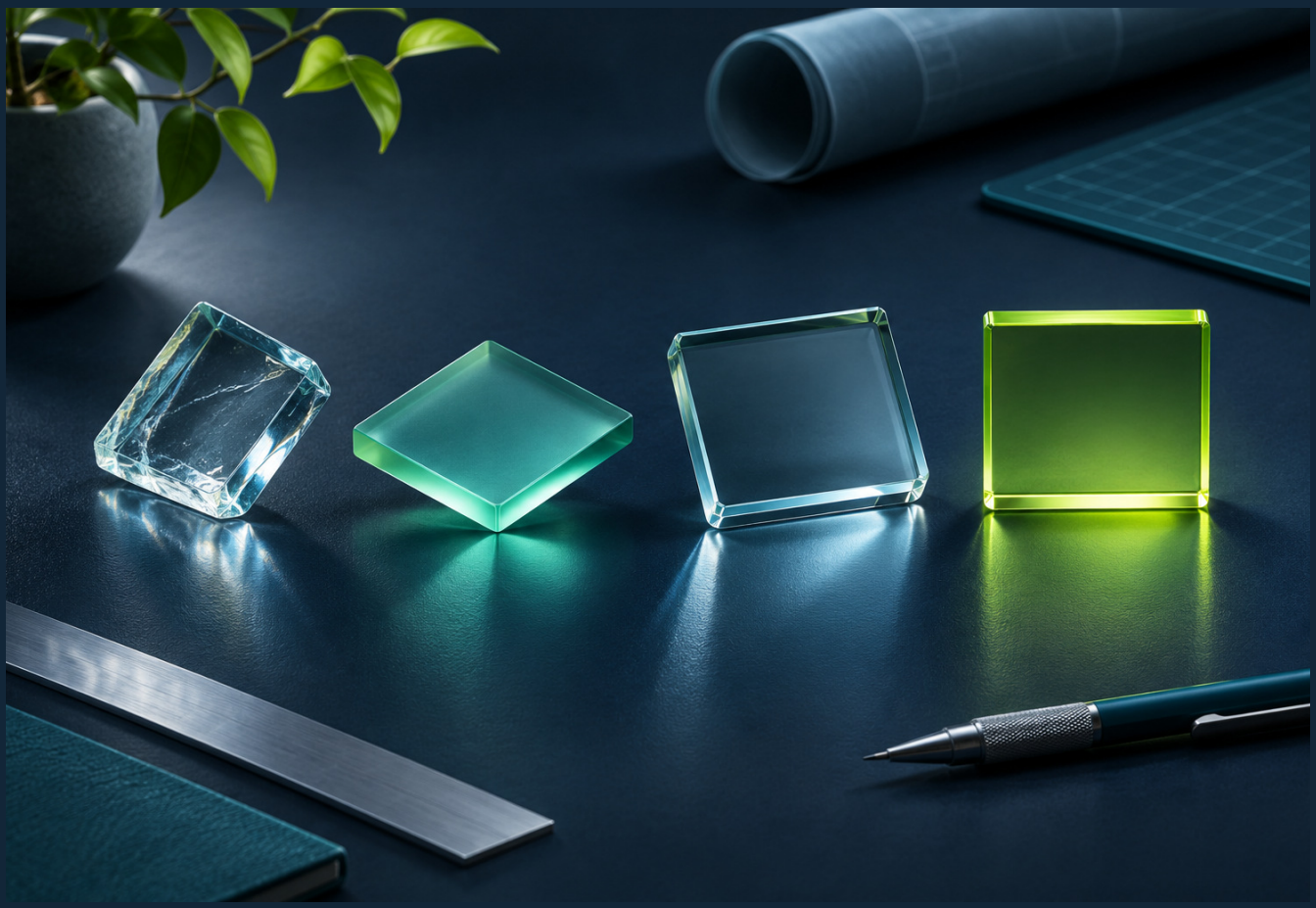
GMULLER AI

INTERACTIVE WORKBOOK

Master AI Communication

Practice, test and refine your communication on a project of your own



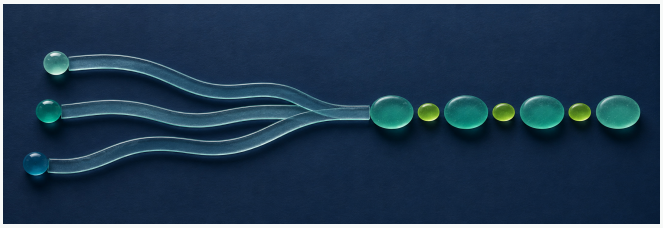
Open the exercise map

Edition 1.0

EXERCISE MAP

How to use this workbook

Keep one saved copy per project. Use the exercise IDs to find the matching lessons in the main guide.



WHERE TO START

Use E00 to choose a starting lesson. Return here to find its practice exercise.

E00	Establish your starting point	05
X01	Rewrite a request	06
X03	Plan a discovery interview	07
X04	Define an outcome-first test	08
X05	Hand off your project context	09
X07	Compare and verify responses	10
PJ01	Build your project brief	11
CAP01	Test what you can transfer	12

Download the PDF and open it in a reader that supports forms. Enter a short answer, save a new copy and reopen it to confirm retention. Use Tab to move through fields and Space to toggle a checkbox where your reader supports these keys.

> **Keep the full answer**
>
> Fixed fields may scroll and print only the visible text. Keep long responses on separate paper or in your own notes, labeled with the workbook page, exercise ID and question. Add a short locator in the field. Save and reopen your PDF; inspect the final line and checkbox states.

Use the printed names and page numbers if your reader handles links differently.

Foundation practice map · p. 13

Full-system map

READER AND PRINT INSTRUCTIONS

Protect the answers you enter

Edition 1.0. Download both PDFs. Open a local workbook copy in a reader that supports interactive forms; keep the blank master untouched.

01 Enter answers
Select a field and type. Keep entries short enough to inspect.

→

02 Use checkboxes
Select once to check and again to clear; where supported, Tab then Space.

03 Save a new PDF
Use Save As or the reader's download/save command; name the working copy.

→

04 Reopen and verify
Close it, reopen the saved file and check text, final line and box states.

Save regularly and keep dated copies. To restore, open a known-good backup as a new working copy and verify it before editing. Closing a tab is not saving. Print to PDF can flatten forms; keep the interactive original for later changes.

> **Continue longer answers**
> Fixed fields may scroll and print only their visible portion. Keep longer responses on separate paper or in your own notes, labeled with workbook page, exercise ID and exact question. Enter a short locator in the field. Print the notes separately on A4 and check every page and final line; keep them with the workbook. Do not use the field as the sole copy of a long response.

Reader behavior varies. Some Mozilla PDF viewers omit focused checkbox names; use visible labels or paper if necessary. Preview/PDFKit can preserve answers while losing navigation/accessibility metadata when saving. Keep the master and test your reader. Arabic, CJK, emoji and other scripts may store but display or print incorrectly; check a short sample and use paper or suitable notes if needed. Tagged structure does not guarantee universal screen-reader compatibility.

FULL-SYSTEM MAP

Choose your route

The guide explains; these pages collect your work. Use stable IDs in bookmarks, maps and printed headings.

Purpose	Start here	Continue with
Short baseline and route	E00	X01–X04 or your missed criterion
Chapter practice	X01–X15	Relevant chapter and actual test
Ongoing project	PJ01	PJ02 discovery via X03;PJ03–PJ07
Independent capstone	CAP02A–CAP02B	CAP03A–CAP03D execution/defense
Final skill profile	AS04D conditions first	AS04A–C;AS02–AS03 comparison
Personal Playbook	PB01–PB04	PB05 preferences and maintenance
Flexible 30-day practice	ROAD01–ROAD10	Checkpoints 7, 14, 21, 28; Day 30
Evidence and continuation	EV01	Actual files and labeled continuation notes

The general eight-point rubric compares Goal, Facts, Output and Verification. The ten-skill profile adds task-specific evidence. Both are unvalidated educational tools. Keep difficulty, assistance and confidence separate.

> **Budget time honestly**
> Allow extra sessions for the capstone artifact, checks and defense. Resume the next unfinished activity. Leave incomplete gates open.

CAP03 · execution and defense

AS04 · assessment conditions

E00 / BASELINE

Establish your starting point

Allow ten minutes. Use the facts below. Save this page before looking at the lesson examples.

> **The task**
>
> Saturday story time moves from 10:00 to 11:30 in the same room. Registration stays valid. Write the request you would give an assistant to draft a notice for families. Then record how you would check the result.

E00 · My first request

E00 · My checks and any missing information

For each criterion, score 0 if absent, 1 if partly usable, or 2 if an independent reader can use it. Score goal, essential facts, output requirements and verification. Keep the four scores alongside your total.

E00 · Four scores and total out of 8

Suggested route · 0–3 start at C01 · 4–6 start at C03 · 7–8 try C07 and C10

X01 / GUIDE C01, P. 9

Rewrite a request

Choose a low-risk reminder, brief or learning goal. Draft an initial request, improve it and test both against the same facts.

X01 · Your initial request

X01 · Your revised request

X01 · Which fact or criterion changed the answer?

☐ I checked the revised response against the same source facts.

Stronger test · Use a second scenario to see whether your improvement transfers.

X03 / GUIDE C03, PP. 29–30

Plan a discovery interview

Choose a decision the assistant can help clarify. Ask only questions whose answers could change your plan.

X03 · Decision to make and what is still open

X03 · Highest-impact question and the answer it should unlock

X03 · Confirmed facts, unresolved decisions and their owners

- [ ] I gave the assistant a stopping rule before it drafts or acts.

Compare one adaptive turn with one batch of related facts you can answer independently.

X04 / GUIDE C04, P. 41

Define an outcome-first test

Describe the outcome in a way you can observe. Identify prerequisites before you choose an activity.

X04 · Outcome and observable success threshold

X04 · Evidence and dependencies to check first

X04 · Smallest safe pilot and a reason to stop

Check that another person could run the pilot from what you wrote.

X05 / GUIDE C05, PP. 51–62

Hand off your project context

Write the brief you would hand to a new conversation. Remove material that does not change the work.

X05 · Dated goal, current facts and source labels

X05 · What changed, what it overrides and what remains unknown

X05 · Next action and words you expect in the read-back

- [ ] I removed or replaced identifying details that do not affect the task.

X07 / GUIDE C07 P. 73 AND C10 P. 103

Compare and verify responses

Choose two responses to the same task. Record the change you tested and use the same criteria to score both.

X07 · One feature changed and two acceptance criteria

X07 · Results A and B with pass, partial or fail and reasons

X07 · Evidence checked, issue found and change you would keep

- [ ] I opened or checked the source behind a consequential claim.

PJ01 / ONGOING PROJECT

Build your project brief

Pick a project small enough to test. Reuse this worksheet whenever a decision or source changes.

PJ01 · Goal, intended user and measure of success

PJ01 · Limits, safety boundaries and what needs permission

PJ01 · Owner, next milestone and evidence needed to proceed

- [ ] I identified when someone must approve an external action.

CAP01 / CAPSTONE AND PRACTICE

Test what you can transfer

Choose a new everyday, work or learning task. Draft the first request unaided. Use the method, then compare this attempt with E00.

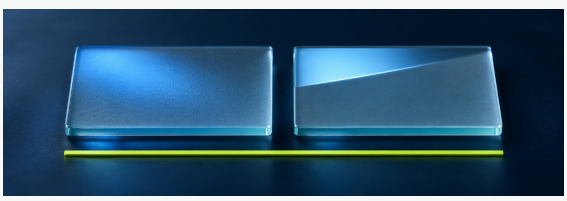
CAP01 · Task, result, evidence and limitation

CAP01 · Four rubric scores and what changed since E00

A flexible month of practice

Week 1: improve clear, low-risk requests. Week 2: interview and work backward from an outcome. Week 3: test context handoffs and feedback. Week 4: verify results and complete the capstone. Use the final two days to curate your playbook and choose what to practise next.

CAP01 · My reusable prompt, when I will use it and my next test



Compare E00 with CAP01. Keep the change you can support with evidence.

FOUNDATION PRACTICE MAP

Put the method to work

Follow your project through clear requests, output contracts, discovery, pilot design and a dated handoff.

X01B	Choose what belongs in the prompt	14
X01C	Verify a revised notice	15
X02	Build the output contract	16
X02B	Test the contract on rough inputs	17
X02C	Save a prompt you can reuse	18
X03B	Find the first consequential question	19
X03C	Run a short discovery interview	20
X03D	Close discovery with a handoff	21
X04B	Map an outcome backward	22
X04C	Run a small pilot	23
X05B	Hand off a project checkpoint	24
PJ03	Track what you can now do	25

Keep one PDF copy per project and save it regularly. Store longer responses in labeled notes or on continuation sheets beside your source evidence. Record their location in the matching field so you can verify progress.

Continue to the Context and collaboration map · p. 26

X01B / GUIDE C01, PP. 10–11

Choose what belongs in the prompt

Use a short project notice or the story-time example from the guide. Work with three to five facts.

Imagine the recipient needs to arrive, reserve or prepare. Mark each detail “changes the decision” or “background.” Remove a detail and test whether the recipient can still take the correct action.

X01B · Facts, their sources and the recipient’s next move

X01B · One fact to retain and one to remove, with your reasons

X01B · The revised request and the one fact you will verify first

- [ ] I can explain what the recipient should do after reading the draft.

Foundation practice map

X01C / GUIDE C01, PP. 12–14

Verify a revised notice

Work from one real notice with identifying details removed, or use the two fictional cases below.

Case A: story time is Saturday at 11:30 in the same room. Existing registrations count and new registrations are closed. Case B: residents must clear only Hall B on Tuesday from 08:00 to noon.

X01C · First case, authoritative facts and one missing detail

X01C · Draft wording that could mislead the reader and the exact repair

X01C · Second case, your request and which check passed or failed

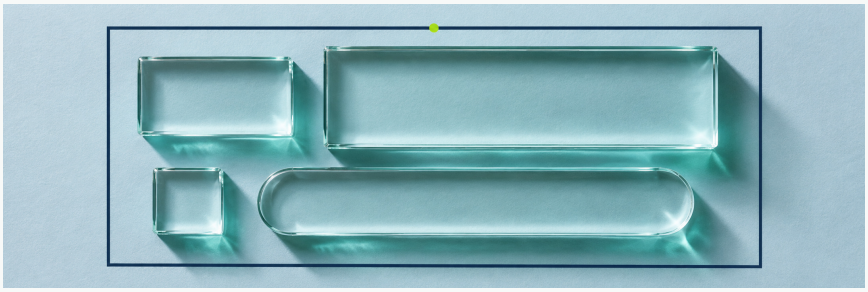
☐ I checked the full revised draft against the original facts.

Foundation practice map

X02 / GUIDE C02, PP. 18 AND 21

Build the output contract

Choose an email, table, decision brief or other artifact someone will actually use.



Give each field a job. Include a state for facts you cannot confirm.

X02 · Recipient, artifact and the decision it must support

X02 · Required shape, limits and labels for uncertain values

X02 · One format check and one factual acceptance check

Foundation practice map

X02B / GUIDE C02, PP. 19–20 AND 23

Test the contract on rough inputs

Create a source note with an assigned task and another with an offer that may never become a commitment.

For the stricter test, give both notes the same four fields: action, owner, due date and evidence. Define which values can remain unconfirmed. Run the notes separately.

X02B · Two inputs, and the correct output for each missing fact

X02B · Format results and factual results for both drafts

X02B · One contract change, the exact check repeated and its outcome

- [ ] I checked the format independently from the meaning.

Foundation practice map

X02C / GUIDE C02, PP. 21–23

Save a prompt you can reuse

Create a template for a repeated, low-risk need. A shared handoff or meeting summary works well.

Replace case-specific facts with slots. State which source is authoritative and what the assistant should do with a conflicting or empty slot. Try a case where the template should stop before producing a final version.

X02C · Reusable prompt with slots, allowed output and boundaries

X02C · A case with missing evidence and the correct behaviour

X02C · Version, result of the test and when to revise the prompt

Foundation practice map

X03B / GUIDE C03, PP. 29–31

Find the first consequential question

Choose a decision with at least two plausible paths. Identify what you need to know before drafting.

Write one question for each open issue. Put the question first if a different answer would change the outcome, permission or approach. A question about tone can usually wait until the scope is clear.

X03B · Decision, plausible paths and which boundary matters most

X03B · Highest-impact question and two plausible answers

X03B · What each answer changes and the best next question

Foundation practice map

X03C / GUIDE C03, PP. 32–33

Run a short discovery interview

Try one dependent question followed by a batch of two independent facts. Save the useful turns.

Name the decision and ask the assistant to wait for your first reply. After that turn, ask for the independent facts together. If the batch exposes a conflict, slow down and resolve the one that changes the draft.

X03C · First question and answer, then what the next turn changed

X03C · Two independent facts and where you verified them

X03C · One unnecessary or leading question and your corrected instruction

☐ I reviewed the read-back before requesting a draft.

Foundation practice map

X03D / GUIDE C03, PP. 34–36

Close discovery with a handoff

Review your conversation and record the decisions that control the next action.

Choose a confirmed fact, a pending decision and a conflict. Label the source and owner of each item. State which work you can prepare now and which external action must wait for approval.

X03D · Confirmed decision, date and controlling source

X03D · Conflict or missing approval, owner and follow-up question

X03D · Next draft, stopping rule and evidence needed before acting

- [ ] I recorded who can authorize the external action.

Foundation practice map

X04B / GUIDE C04, PP. 41–44

Map an outcome backward

Choose a goal from your ongoing project. Specify what one person should be able to do after using your result.

Set a threshold that works for a small test. Trace backward from the decision to the required evidence and prerequisites. Choose one guardrail that still applies even if the result meets the threshold.

X04B · User, observable task and pass threshold

X04B · Decision, evidence and prerequisites in dependency order

X04B · Guardrail, owner and condition that stops work

Foundation practice map

X04C / GUIDE C04, PP. 45–47

Run a small pilot

Use a paper or local digital prototype. Prepare one expected case and one case likely to expose a failure.

Run each case from the same instruction. Record what happened and separate observed evidence from guesses. If either case cannot be run, label it as untested. Change one decision or instruction before repeating.

X04C · Two cases, materials and what counts as success

X04C · Observed result of each case, including failures or tests still open

X04C · One revision, next check and any approval that must wait

- [ ] I can point to an observation behind each reported result.

Foundation practice map

X05B / GUIDE C05, PP. 51–53

Hand off a project checkpoint

Bring your PJ01 brief forward. Build a clean, dated handoff for a new conversation using only the facts it needs.



Identify which record controls the next action and which older record it supersedes.

X05B · Project, revision, confirmed decisions and controlling records

X05B · Superseded detail, unresolved issue and external action to hold

X05B · Expected read-back, observed answer and any mismatch you corrected

Foundation practice map

PJ03 / GUIDE C01–C05 CHECKPOINT

Track what you can now do

Complete a second low-risk task unaided before comparing it with your E00 baseline. Use the same four criteria.

Give 0, 1 or 2 points each for goal, essential facts, output requirements and verification. Record all four scores. Choose one skill to practise next based on an observable shortfall or an unfamiliar case.

PJ03 · Four E00 scores, four new scores and totals out of 8

PJ03 · What changed in the result, and where you verified it

PJ03 · One practice goal, a case to test next and a follow-up date

- [ ] I saved the prompt, source and result for the next checkpoint.

Foundation practice map

CONTEXT AND COLLABORATION MAP

Test your work on real decisions

Use these exercises to check sources, coordinate inputs, revise a draft and rehearse a workflow.

X05C	Map decisions to source records	27
X05D	Resolve a source conflict	28
X05E	Test learning after assistance	29
X05F	Restart from a portable brief	30
X06	Choose the right evidence format	31
X06B	Read what an image supports	32
X06C	Audit a document or table answer	33
X06D	Review a voice-derived decision	34
X06E	Reconcile information from different media	35
X07B	Revise one part of a draft	36
X07C	Compare versions on equal criteria	37
X07D	Trace a claim to the evidence	38
X07E	Review the studio listing	39
X08	Map a workflow you can stop	40
X08B	Set permission and approval boundaries	41
X08C	Retest and recover from interruption	42
X09	Challenge an assumption you can test	43
PJ04	Save your evidence and next decision	44

Foundation practice map · p. 13

Strategy and recovery map · p. 45

X05C / GUIDE C05, PP. 54 AND 60

Map decisions to source records

Use a real project with nonprivate facts or the professional shift handoff from the guide.

Choose three things a new collaborator needs to know. Give each one a current source, location and owner. Keep one newer discussion item separate from an approved commitment.

X05C · Three decisions and the current source for each

X05C · Why each source controls that decision and where to verify it

X05C · One useful-looking item to exclude and the detail that must remain

☐ I checked that each source is appropriate to share.

Context and collaboration map

X05D / GUIDE C05, PP. 55 AND 59

Resolve a source conflict

Find two notes that seem to disagree. Use two clearly dated fictional notes if your project has no conflict.

Write the decision before comparing the documents. Identify whether the conflict concerns date, scope or authority. Ask one neutral question someone can actually resolve.

X05D · Decision, source A and source B with versions and exact disagreement

X05D · Question, person who can answer and what work can proceed meanwhile

X05D · Resolution or reason to hold and who will verify it

- [ ] I distinguished a proposal from a confirmed change.

Context and collaboration map

X05E / GUIDE C05, PP. 56–58

Test learning after assistance

Use Lea's case or choose one skill you want to demonstrate without help.

First request one guiding question. Then attempt a fresh example with the AI answer and source notes out of sight. Bring back the rubric after you finish. In Lea's case, check the explanation and the observation independently.

X05E · Current learning task, success criteria and two study windows

X05E · Guided question, fresh task and your unaided response

X05E · Evidence for each rubric item and the skill to practise next

☐ I recorded the fresh attempt before consulting an answer or hint.

Context and collaboration map

X05F / GUIDE C05, PP. 60–62

Restart from a portable brief

Bring a project into a new conversation with only the information needed for the next task.

Give your brief a version, a frozen decision and one unresolved item. Ask for a read-back. Compare the reply with the actual record. Introduce a newer informal note and see whether the assistant treats it as a confirmed change.

X05F · Paste-ready handoff with current sources, open issue and next action

X05F · Expected read-back and the actual difference, if any

X05F · Correction, retest evidence and version to keep

Context and collaboration map

X06 / GUIDE C06, PP. 63–64

Choose the right evidence format

Start with a choice that depends on one fact, such as a sign's location or the exact wording of a note.

Choose the smallest source that answers the question. Define which part you want a reader or assistant to quote, and how you will check availability without using private material.

X06 · Decision, exact evidence needed and chosen medium

X06 · Prompt with location, observed detail and uncertainty instruction

X06 · Representative trial, outcome and fallback if the detail is absent

Context and collaboration map

X06B / GUIDE C06, PP. 65–66

Read what an image supports

Use a harmless image with one visible label and one obscured detail. Make a crop you can check yourself.

Record observation, inference and unknown separately. Repeat with a closer or clearer crop. If the detail remains unreadable, state what evidence a person would need.

X06B · What each crop shows and where to inspect it

X06B · One inference, one unknown and the evidence that would settle it

X06B · Original answer, changed image or prompt and what the retest showed

☐ I compared the reported detail with the original.

Context and collaboration map

X06C / GUIDE C06, PP. 67–68

Audit a document or table answer

Take one consequential figure or rule from a current document or a small fictional table.

Ask for the source location, scope and calculation where needed. Read the surrounding text or check the underlying rows. Confirm the unit and the date before you quote it.

X06C · Exact claim, authoritative document and page, row or section

X06C · Original excerpt or arithmetic with scope, unit and any exclusions

X06C · Verdict, corrected wording and remaining uncertainty

Context and collaboration map

X06D / GUIDE C06, P. 69

Review a voice-derived decision

Use the fictional meeting sentence in the guide or a recording you have permission to use.

Find a conditional proposal. Preserve its condition and confirm who actually approved the outcome. Use a time location or a separately checked note to make the review repeatable.

X06D · Quote or excerpt, timestamp and any unclear words

X06D · What was discussed, what was approved and by whom

X06D · Draft action item, source check and open question

☐ I verified the condition and approval against a source.

Context and collaboration map

X06E / GUIDE C06, PP. 70–72

Reconcile information from different media

Use the studio's current product card, older brainstorm and voice proposal, or three permitted inputs for your project.

Choose the record that controls each fact. Mark which claims a photo or recording cannot support. Rewrite an action someone could follow using text, then ask a reader to check it.

X06E · Inputs, their dates and what each may establish

X06E · Conflict, controlling source, open question and why it matters

X06E · Usable text for the reader and the verification outcome

Context and collaboration map

X07B / GUIDE C07, PP. 74–75 AND 82

Revise one part of a draft

Bring a paragraph that has been partly approved. Freeze its dates, direct quotes or exact wording before editing.



Mark what can change and which wording or meaning must carry forward.

X07B · Approved material, exact change location and intended reader action

X07B · Bounded instruction and the revised passage or difference

X07B · What survived the revision and how you verified it

Context and collaboration map

X07C / GUIDE C07, PP. 76 AND 81–82

Compare versions on equal criteria

Use two drafts for the same reader and input packet. Set the scoring rules before you examine the results.

Give each candidate a pass, partial or fail for one observable usability check and one factual check. Compare a disputed item with a real source, an unaided reader or both.

X07C · Candidates, fixed inputs and both checks

X07C · Scores, before-and-after details and evidence for the disputed item

X07C · Which change you would keep and the condition that could reverse it

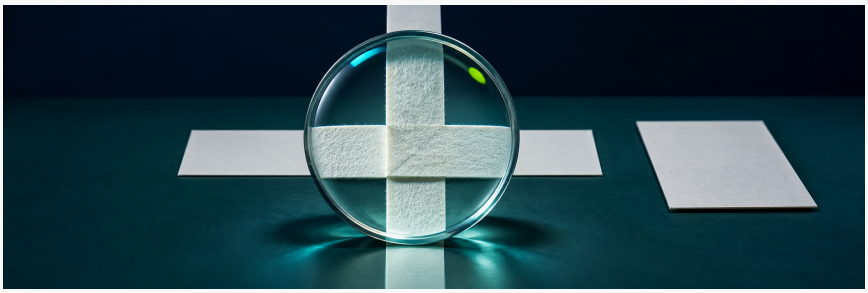
☐ I used the same criteria for both drafts.

Context and collaboration map

X07D / GUIDE C07, PP. 77–78 AND 81–83

Trace a claim to the evidence

Pick an amount, date, quotation or count someone could use to make a decision.



Open the record. Check that time, scope and units match the claim.

X07D · Exact claim, source version and location

X07D · Independent check, source excerpt or calculation

X07D · Supported wording, outcome and next owner for anything unresolved

Context and collaboration map

X07E / GUIDE C07, PP. 79–80

Review the studio listing

Check the fictional print studio draft with the current card and approval status. Keep copy review and circulation approval separate.

Use these source facts: 12 kits, €18 per kit including the €4 deposit, Sunday 14:00–16:00. Refund terms and publication approval are open. The possible second batch is an idea.

X07E · Internal listing draft with the approved facts only

X07E · Verdict for offer, pickup and scope, with supporting source

X07E · Open terms, approval owner and the next action you may prepare

☐ I checked that the copy preserves the deposit relationship.

Context and collaboration map

X08 / GUIDE C08, PP. 84–85 AND 88–89

Map a workflow you can stop

Choose a project with one independent step and one dependent step. Name the evidence each decision needs.

Sketch normal, missing evidence and escalation paths. Identify a useful piece of work that can proceed while an unrelated approval is open.

X08 · Outcome, trigger and evidence needed before work starts

X08 · Stages, owners and which work can run independently

X08 · Rule for a missing fact and a concrete example path

Context and collaboration map

X08B / GUIDE C08, PP. 86–87 AND 92

Set permission and approval boundaries

Separate preparation, approval and the action itself. Use a real private draft or a constructed test.

Define the action that would commit money, contact others or change a shared record. Give the checker the exact version and the evidence they need. Identify any content that looks like an instruction but comes from outside the user's authority.

X08B · Allowed preparation, external action and where to pause

X08B · Approval owner, exact scope and evidence for review

X08B · Untrusted instruction or missing permission and expected response

- [ ] I identified the exact action the approval would authorize.

Context and collaboration map

X08C / GUIDE C08, PP. 89–91 AND 93

Retest and recover from interruption

Use three cases: normal evidence, contradictory evidence and a stop after the draft has been saved.

Write the expected path before rehearsing. Check how to inspect the last completed action before retrying. If a source changes, name every dependent artifact and repeat only affected checks plus one end-to-end case.

X08C · Test cases, expected evidence and what actually happened

X08C · Last verified step, safe resume action and duplicate-action check

X08C · Changed source, dependent artifacts and next test result

- [ ] I marked tests I could not run as untested.

Context and collaboration map

X09 / GUIDE C09, PP. 94–95

Challenge an assumption you can test

Choose one personal plan or project decision with a plausible alternative explanation.

Describe a failure that would change what you do. Get a second viewpoint, then choose one test you can run without relying on AI agreement. Record the threshold that would change your choice.

X09 · Current decision, assumption and two plausible outcomes

X09 · Observation that would change your mind and how to collect it

X09 · Current verdict, remaining unknown and a small follow-up test

Context and collaboration map

PJ04 / GUIDE C05–C09 / PROJECT CHECKPOINT

Save your evidence and next decision

Bring the same project from PJ01 and the existing checkpoint. Add the latest context pack, a checked output and one next decision.

Save the exact draft and the evidence behind it. Score one unfamiliar task using the four E00 criteria. Keep one reusable instruction in your Playbook with a version, a limit and a test you can run again.

PJ04 · Project, version, frozen content, source register and open permission

PJ04 · Goal, facts, output and verification scores with one concrete example

PJ04 · Reusable instruction, proof it helped and next review date

☐ I saved the accepted draft and recorded the next authorized step.

Context and collaboration map

STRATEGY AND RECOVERY MAP

Compare, test and recover

Choose an exercise for strategic decisions, prompt experiments, independent learning or a verified handoff.

X09B	Filter a live decision	46
X09C	Compare scenarios and reversals	47
X09D	Challenge a plan with evidence	48
X09E	Write a defensible decision note	49
X10	Test one prompt change	50
X10B	Discover missing prompt requirements	51
X10C	Use a held-out challenge	52
X10D	Test structure and factual meaning	53
X10E	Version a reusable prompt	54
X11	Capture an unaided first attempt	55
X11B	Calibrate the next hint	56
X11C	Score a fresh transfer task	57
X11D	Choose practice from the observed gap	58
X12	Triage a recurring failure	59
X12B	Build a clean reset packet	60
X12C	Recheck the repaired workflow	61
X13	Authorize the exact action	62
PJ04B	Prepare the next decision in your project	63
PJ05	Save your comparison and evidence	64

Context and collaboration map · p. 26 Integrated practice map · p. 65

X09B / GUIDE C09, PP. 94 AND 96

Filter a live decision

Use the fictional kiln decision or choose a reversible decision with two plausible options.

Write the deadline, hard cost limit and one practical requirement. Check the exact source of each. Mark each option eligible, ineligible or open before comparing preferences.

X09B · Decision, hard limits and which source controls each

X09B · Eligibility of each option, arithmetic and evidence still needed

X09B · Provisional choice or explicit hold, with first check

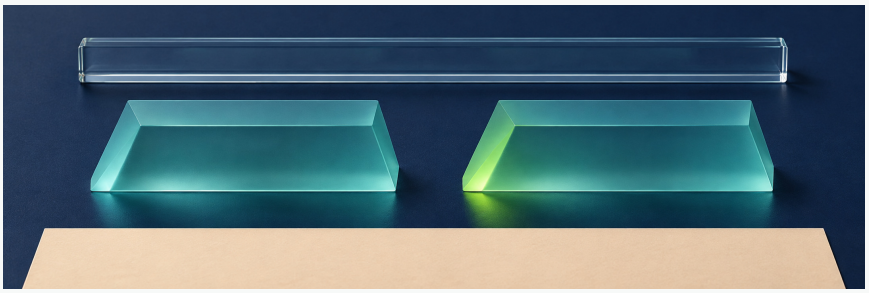
☐ I applied the same hard limits to each option.

Strategy and recovery map

X09C / GUIDE C09, PP. 95 AND 97–98

Compare scenarios and reversals

Use the station example or choose a decision that changes if one assumption fails.



Use the same threshold for each option and name the uncertainty that matters.

X09C · Same decision, baseline assumption and alternative assumption

X09C · Result in each scenario and what evidence would change it

X09C · Reversal threshold, source and action while you wait

Strategy and recovery map

X09D / GUIDE C09, PP. 99–100

Challenge a plan with evidence

Give the same decision brief to two meaningful perspectives. Ask the assistant to interview you before choosing.

Keep one question that would change the decision. Answer it from a credible source or mark it open. Ask the strongest opposing view to name an observable check.

X09D · Two viewpoints with distinct stakes and checks

X09D · First useful question, your answer and strongest counterargument

X09D · One action to test the counterargument and who can verify it

- [ ] I separated the assistant's challenge from verified evidence.

Strategy and recovery map

X09E / GUIDE C09, PP. 101–102

Write a defensible decision note

Begin with options that passed their hard requirements. Give one preference and show how a change in its weight could reverse the ranking.

Record a provisional or final decision with direct evidence. Ask another reader to name what would make your choice change.

X09E · Eligible options, preferences and score or trade-off

X09E · A comparison with one changed preference or fact

X09E · Decision, source, recheck owner and first reversible action

Strategy and recovery map

X10 / GUIDE C10, PP. 103–104 AND 110

Test one prompt change

Choose a prompt with a repeatable information or formatting failure. Save both outputs verbatim.

Choose one key edit while holding the facts, model setting where visible and scoring rule steady. If a second variable changes, log it before deciding what the result shows.

X10 · Original prompt, exact failure and acceptance criteria

X10 · One rewritten feature, replay input and both observed scores

X10 · What the comparison showed and the next case to try

- [ ] I documented other variables that changed during the test.

Strategy and recovery map

X10B / GUIDE C10, PP. 105–106

Discover missing prompt requirements

Choose an ambiguous term your output depends on. Write two samples a knowledgeable reader would classify differently.

Ask the assistant to interview you for two material clarifications before drafting. Then ask it to diagnose an actual failed answer and propose one small change.

X10B · Ambiguous requirement, two contrasting samples and expected labels

X10B · Questions, answers, authoritative wording and one likely failure cause

X10B · One proposed change and the test you will use to check it

Strategy and recovery map

X10C / GUIDE C10, PP. 107–108 AND 113

Use a held-out challenge

Pick a practice case with a visible failure. Reserve one realistic case without showing it during editing.

Fix one instruction using the practice case. Score both variants on the held-out material. If you then edit from that material, move it to your development set.

X10C · Practice case, one prompt change and original criterion

X10C · Held-out case, correct result and both observed outputs

X10C · Adoption decision, audit evidence and a fresh next test

- [ ] I kept one case unseen until the comparison.

Strategy and recovery map

X10D / GUIDE C10, P. 109

Test structure and factual meaning

Try a handoff or form record with a confirmed item, an unassigned item and a disputed fact.

Specify one representation for unknown and one for conflict. Score structural conformity separately from source evidence. Demonstrate what your workflow will hold instead of filling a convenient value.

X10D · Output fields, allowed statuses and acceptance contract

X10D · Three cases, expected values and governing evidence

X10D · First failing entry, format or evidence issue and next action

Strategy and recovery map

X10E / GUIDE C10, PP. 111–112 AND 114

Version a reusable prompt

Assemble a small template that another person can adapt without copying your project facts.

Keep the stable clauses separate from variable inputs. Use a normal example and an edge case. Remove one unnecessary rule, replay the tests and note which reusable instruction earns its place.

X10E · Prompt slots for contract, inputs, boundaries and evaluation

X10E · Two test cases, sources and observed results

X10E · Version, use limit, owner and change that would trigger a review

Strategy and recovery map

X11 / GUIDE C11, PP. 115 AND 121

Capture an unaided first attempt

Pick a narrow skill. Write a small task with an outcome a person can inspect.

Complete one attempt using only the aids the test permits. Use the same rubric again after practice. Keep the exact first answer and your confidence separately.

X11 · Skill, exact first task and allowed aids

X11 · Unaided first answer, including any uncertainty

X11 · Concrete pass criteria, confidence and one step to practice

Strategy and recovery map

X11B / GUIDE C11, PP. 116 AND 120

Calibrate the next hint

Bring a blocked step from a real attempt. Ask only for the smallest hint that might let you continue.

Record the answer you gave after the hint. Try the same skill in a new case with a plausible exception. Identify when a richer worked example is genuinely useful.

X11B · Original attempt and the step you could not finish

X11B · Prompt, hint, your resulting attempt and amount of help used

X11B · Boundary case, your reasoning and when to seek stronger help

Strategy and recovery map

X11C / GUIDE C11, PP. 117–118 AND 121

Score a fresh transfer task

Choose an equivalent fresh task, with the worked example closed. Use the same success criteria and document any change in difficulty.

Do the task unaided, then score it one criterion at a time. Record the exact action or phrase that supports each verdict.

X11C · First task and fresh task, shared criteria and material difference

X11C · Unaided fresh result and evidence for the two scores

X11C · What changed, confidence and one alternative explanation

- [ ] I recorded the fresh answer before consulting feedback.

Strategy and recovery map

X11D / GUIDE C11, PP. 119–120 AND 122

Choose practice from the observed gap

Use an error you can actually point to. Turn it into one small task with a checkable threshold.

Try a nearby case and a contrasting one. Record which step failed, what you changed and what the next repeat will look for.

X11D · Observed error, original step and why the result mattered

X11D · Two follow-up cases, exact thresholds and observed outcomes

X11D · Continue, repeat or seek evidence, with your next review date

Strategy and recovery map

X12 / GUIDE C12, PP. 123–125

Triage a recurring failure

Pick a plausible-looking but wrong output. Keep the smallest source bundle that can reproduce it.

Check source authority, instruction scope and output shape individually. Try removing or labeling one questionable input. Record the result and whether the original mismatch still occurs.

X12 · Exact symptom, failure criterion and consequences

X12 · Small source bundle, current instruction and expected answer

X12 · Change, observed replay result and likely failure category

Strategy and recovery map

X12B / GUIDE C12, PP. 126 AND 130

Build a clean reset packet

Use the last verified instruction and a small dated source set to recover a project.



Keep the evidence needed to resume. Archive the material that no longer governs the task.

X12B · Current goal, approved work, controlling sources and limits

X12B · Read-back check, expected result and observed result

X12B · Last verified artifact, outstanding decision and exact restart step

Strategy and recovery map

X12C / GUIDE C12, PP. 125 AND 127–129

Recheck the repaired workflow

Use a normal case, the known failure and a new boundary case. Write the expected results before testing.

Ask for an independent check that corrects any misleading evidence. Compare accepted content before and after. Retain the one case that would catch a repeat of the failure.

X12C · Three cases and exact expected outcomes

X12C · Verification source or correction, isolated change and replay evidence

X12C · Preserved content, one remaining risk and a retest trigger

- [ ] I included a normal case as well as the failure.

Strategy and recovery map

X13 / GUIDE C12 P. 124 AND C13 PP. 131–134

Authorize the exact action

Use a fictional sending, purchase or update request with a prepared draft and a clear reviewer.

Identify the exact object, version, recipient or environment and who can authorize the action. Add one suspicious input and test the expected hold without contacting real people.

X13 · Preparation allowed, exact external action and target

X13 · Authority, approved version, limits and evidence of approval

X13 · Synthetic test, stop condition and verifiable completion record

- [ ] I kept the live action out of the practice test.

Strategy and recovery map

PJ04B / GUIDE C09 P. 102 AND C13 PP. 132–135

Prepare the next decision in your project

Return to the same PJ01 project. Use the latest checked draft and write a concise note an owner could approve.

Keep the hard checks and provisional assumptions visible. Identify a reversible next step and the exact decision that needs approval. Compare your note with a changed source or argument.

PJ04B · Draft version, evidence and alternative considered

PJ04B · Hard conditions, next permissible action and approval scope

PJ04B · Owner's question, check to run and outcome that would change course

Strategy and recovery map

PJ05 / GUIDE C10, C12 AND C13 / PROJECT CHECKPOINT

Save your comparison and evidence

Bring two prompt variants or draft versions from your project. Preserve the same criteria and compare your evidence with the original source.

Save the actual work, independent result and a precise handoff. Keep a reusable prompt with test scope and a review trigger in your Playbook.

PJ05 · Compared versions, case labels and decision criteria

PJ05 · Independent checks, outcomes and any evidence still open

PJ05 · Adoption verdict, reproducible test and next authorized step

- [ ] I saved the actual versions and evidence alongside my verdict.

Strategy and recovery map

INTEGRATED PRACTICE MAP

Integrated practice

Prepare the capstone, keep your Personal Playbook and follow thirty flexible daily assignments.



Follow the exercise IDs. Keep each actual result and its evidence for the weekly review.

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Strategy and recovery map · p. 45

X13B / GUIDE C13, PP. 136–137 AND 139

Verify an action's actual state

Choose a fictional calendar, message or shared-record task. Name exactly what was authorized.

List the tool's practical capabilities and distinguish preparation from a live change. For the chosen completion claim, identify a record that could establish it and one that would be insufficient.

X13B · Action, approved target and version, capability and boundary

X13B · Prepared, accepted and completed states with suitable evidence

X13B · What can be claimed now and what still needs verification

☐ I matched each completion claim to observed evidence.

Integrated practice map

X13C / GUIDE C13, PP. 138–140

Recover after an uncertain outcome

Use request r-19 from the guide or a fictional operation with a timeout before its receipt.

Identify what might already have happened. Record the evidence to inspect before any retry and what the owner must decide if the outcome remains unknown. Rehearse without making a real send or purchase.

X13C · Last verified state, possible effects and interrupted step

X13C · Request ID, authorized records to inspect and expected findings

X13C · Next reversible preparation, owner question and safe resume point

- [ ] I checked for an existing effect before proposing a retry.

Integrated practice map

X14 / GUIDE C14, PP. 141–148

Run the six-step method on a project

Choose one task involving several sources or decisions. Preserve the six step names.

Use Goal, Context, Clarify, Specify, Evaluate, and Verify and revise. Ask one consequential discovery question and work backward from the desired result. Record which step needs another pass.

X14 · Goal and Context, including the user and controlling sources

X14 · Clarify and Specify, with answer, outcome and acceptance test

X14 · Evaluate and Verify and revise, with actual evidence and next step

Integrated practice map

X15 / GUIDE C15, PP. 149–151

Prepare an independent capstone

Choose a fresh internal project that needs discovery, planning, a draft, evaluation and a source check.

Write a requirement you can test and one boundary case. Decide who can apply the rubric independently. Keep the authorized action separate from the practice artifact.

X15 · Project, user, deliverable and meaningful unknown

X15 · Normal test, boundary case, threshold and verification source

X15 · Reviewer, permitted assistance and evidence to retain

Integrated practice map

LIB01 / GUIDE MPL CL01–CL04, SP03 AND HO01

Personalize a discovery and handoff

Select a Library ID that solves a recurring problem. Keep the source template available for comparison.

Write the missing input slots and the question that should change your work. Run a harmless case. Save the observed answer and a limit where the template should pause.

LIB01 · Library ID, purpose, personalized prompt and required inputs

LIB01 · Actual test case, expected outcome and observation

LIB01 · Boundary, stopping rule and revision worth retaining

Integrated practice map

LIB02 / GUIDE MPL IN01–IN04, RV01–RV04 AND HO03

Build a verification and recovery prompt

Choose a source or failure you can inspect. Adapt the relevant Library entry to your task.

Define the deliverable, test and scope before running it. Use one ordinary case and one edge case, and keep an independent check of the decisive detail.

LIB02 · Library ID, inputs, revised prompt and expected result

LIB02 · Two test results and independent source or calculation

LIB02 · Limit, adoption verdict and review trigger

Integrated practice map

PJ06 / GUIDE C14 AND C15 / PROJECT HANDOFF

Finish a reviewable project version

Continue the same PJ01 project using PJ05's comparison and checks. Assemble a concrete result for its owner.

Identify the actual artifact, source versions, verification outcomes and precise approval scope. Give the next person enough evidence to decide without replaying the conversation.

PJ06 · Current artifact, goal, governing sources and accepted changes

PJ06 · Observed acceptance checks, open issue and owner

PJ06 · Next permissible action, requested approval and evidence location

☐ I provided the actual artifact for review.

Integrated practice map

PJ07 / GUIDE C15 AND C16 / PROJECT DEBRIEF

Extract a practice you can repeat

Compare the first project request with the reviewed result. Describe one change supported by evidence.

Name the initial assumption, the useful question, the revision and the independent check. Keep one instruction with its limitations in your Playbook and select a different situation to test next.

PJ07 · Original state, accepted result and observable difference

PJ07 · Useful instruction, supporting evidence and limit

PJ07 · Transfer case, retest criterion and future review date

Integrated practice map

PB01 / GUIDE C16, P. 158 / PERSONAL PLAYBOOK

Index your tested practices

Choose a few entries by purpose. Give each a short ID and an evidence file you can locate.



Keep the purpose, tested example and review trigger beside the prompt.

PB01 · Entry IDs, purpose, skill level and where each prompt lives

PB01 · Test case, evidence location and verdict for each chosen entry

PB01 · Limits, owner and trigger for the next review

Integrated practice map

PB02 / GUIDE C16, P. 159 / PERSONAL PLAYBOOK

Save your discovery and context structures

Keep one question that changed a real decision and one brief that survived a new conversation.

Make the two structures reusable by replacing case facts with input slots. Record what they should produce and a missing fact that should stop them.

PB02 · Personal discovery prompt, required inputs and stopping rule

PB02 · Personal context template with authority, frozen content and next action

PB02 · Successful test, failure boundary and evidence location

Integrated practice map

PB03 / GUIDE C16, P. 160 / PERSONAL PLAYBOOK

Keep an effective prompt with its tests

Choose one candidate supported by actual results. Preserve its version and the scope of those results.

Write the prompt as someone else could use it. Identify normal and boundary inputs, expected outcomes and the evidence that justifies retaining the instruction.

PB03 · Prompt version, problem, inputs and expected deliverable

PB03 · Normal and boundary results with independent checks

PB03 · Known limit, replacement trigger and previous stable version

Integrated practice map

PB04 / GUIDE C16, PP. 161–163 / PERSONAL PLAYBOOK

Record verification, recovery and improvements

Save the check that settles a recurring factual issue and the restart procedure for an interrupted task.

Use a procedure you can execute with ordinary files and a common assistant. Record what remains dependent on the tool or reader and the next improvement to test.

PB04 · Verification procedure, source, result and unresolved uncertainty

PB04 · Failure trigger, last verified state and safe resume action

PB04 · Lessons learned, next improvement and scheduled review

Integrated practice map

CAP02A / GUIDE C15, PP. 149–151 / INDEPENDENT CAPSTONE

Set the final project's contract

Use a fresh project different from the early CAP01 task. Complete the first brief before asking for AI help.

Identify the user, artifact, material unknown, sources and limits. Plan discovery and backward from the outcome. Choose an independent reviewer and a normal and failure case.

CAP02A · Unaided first brief, goal and permitted assistance

CAP02A · Discovery question, requirements, dependencies and proposed workflow

CAP02A · Acceptance, verification and reflection criteria with reviewer

Integrated practice map

CAP02B / GUIDE C15, PP. 152–157 / CAPSTONE PREPARATION

Prepare the evidence and defense

Keep the current draft, source comparison and one revision. Use CAP03A–CAP03D for actual execution and defense evidence.

Define how the reviewer will inspect the result, which evidence proves an action and what remains unapproved. Rehearse the five-minute defense using the actual artifact.

CAP02B · Artifact versions, prompts and source evidence retained

CAP02B · One observed or planned failure, correction and repeatable test

CAP02B · Goal, key decision, limitation and next authorized action

Integrated practice map

AS02 / GUIDE C15, P. 153 / FINAL ASSESSMENT PREPARATION

Score an unfamiliar request unaided

Task: a room notice says Monday at 09:00. A signed revision says Tuesday at 09:30 in the same room. Existing reservations remain valid.

Write a prompt for a plain-English notice under 60 words. Use only these facts. Keep your first request unaided, then test it and verify the revised date and reservations. Score Goal, Facts, Output and Verification 0, 1 or 2 with evidence.

AS02 · Unaided request and confidence before checking, from 0–100

AS02 · Actual output and independent source comparison

AS02 · Four scores, total out of 8 and evidence for each verdict

Integrated practice map

AS03 / GUIDE C14 AND C15 / INITIAL–FINAL COMPARISON

Compare performance and plan the last check

Bring E00's original request and the unfamiliar AS02 task. Use the same four criteria and the same meanings for scores.

Compare the recorded artifacts before interpreting the difference. Identify any difference in task difficulty or assistance. State which next independent project would test the skill more strongly.

AS03 · E00 and AS02 criterion scores, totals and evidence

AS03 · Confidence versus observed performance, task differences and limits

AS03 · Specific next assessment task, permitted aids and success criterion

Integrated practice map

ROAD01 / GUIDE C14 AND C16 / DAYS 01–03

Start from an observed baseline

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 01 · Record your starting point

Complete E00's short notice request unaided, or retrieve the original if you already did it. Save the exact request before seeing examples. Check: Name the reader action and one fact you would verify. Keep your original scores.

Day 01 · Result, evidence location or reflection

☐ Day 01 · I completed the activity and checked the result.

Day 02 · Clarify the goal

Choose a small everyday message. Replace “make it better” with the reader and the action that should follow. Check: Ask someone to identify the intended action from the request alone.

Day 02 · Result, evidence location or reflection

☐ Day 02 · I completed the activity and checked the result.

Day 03 · Select the decisive facts

Take five notes for that message. Remove one at a time and write which absence would change the action. Check: Keep the smallest set that still establishes time, scope and next move.

Day 03 · Result, evidence location or reflection

☐ Day 03 · I completed the activity and checked the result.

Integrated practice map

ROAD02 / GUIDE C14 AND C16 / DAYS 04–06

Specify and test a clear request

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 04 · Set the output contract

Ask for one usable artifact with an audience, format and hard limit. Test the draft against the same source facts. Check: Check structure separately from factual meaning.

Day 04 · Result, evidence location or reflection

☐ Day 04 · I completed the activity and checked the result.

Day 05 · Make an unknown visible

Remove one consequential fact from the source. Ask the assistant to use an explicit unknown or ask a question. Check: Verify that the reply exposes the gap and avoids inventing the missing fact.

Day 05 · Result, evidence location or reflection

☐ Day 05 · I completed the activity and checked the result.

Day 06 · Replay one short improvement

Run the original and one revised request on the same harmless case. Change only the clause addressing an observed failure. Check: Record a pass, partial or fail on the same criterion for both outputs.

Day 06 · Result, evidence location or reflection

☐ Day 06 · I completed the activity and checked the result.

Integrated practice map

ROAD03 / GUIDE C14 AND C16 / DAYS 07–09

Review and begin your project

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 07 · Review the first week

Compare two saved artifacts from days 1–6. Re-score one using Goal, Facts, Output and Verification. Check: Weekly checkpoint: cite one observed gain, one remaining gap and the next task to repeat. Keep confidence separate.

Day 07 · Result, evidence location or reflection

☐ Day 07 · I completed the activity and checked the result.

Day 08 · Choose the reader project

Use PJ01 or pick a small result with a real intended user, one source and one unresolved requirement. Check: Record an observable outcome and what is outside the permitted scope.

Day 08 · Result, evidence location or reflection

☐ Day 08 · I completed the activity and checked the result.

Day 09 · Ask a high-impact question

Ask AI to interview you for the one answer that would most change the project. Answer from a source or identify the owner. Check: Write which draft decision changed because of that answer.

Day 09 · Result, evidence location or reflection

☐ Day 09 · I completed the activity and checked the result.

Integrated practice map

ROAD04 / GUIDE C14 AND C16 / DAYS 10–12

Build decisions from questions

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 10 · Batch independent facts

Request two factual details that can be answered independently. If the answers conflict, switch to one follow-up. Check: Record the two sources and whether the conflict was resolved or held.

Day 10 · Result, evidence location or reflection

- [ ] Day 10 · I completed the activity and checked the result.

Day 11 · Create a decision log

Summarize confirmed, pending and unknown items from the project. Add owners and current sources. Check: Read back the two governing decisions and verify them before drafting.

Day 11 · Result, evidence location or reflection

- [ ] Day 11 · I completed the activity and checked the result.

Day 12 · Work backward from success

Use the project's observable outcome to identify evidence and prerequisites. Propose a small reversible test. Check: A second reader should be able to explain what would count as success.

Day 12 · Result, evidence location or reflection

- [ ] Day 12 · I completed the activity and checked the result.

Integrated practice map

ROAD05 / GUIDE C14 AND C16 / DAYS 13–15

Test the outcome and review

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 13 · Try a failure case

Run that small test on one normal case and a case likely to break the assumption. Check: Keep actual observations apart from guesses about why the result occurred.

Day 13 · Result, evidence location or reflection

☐ Day 13 · I completed the activity and checked the result.

Day 14 · Review discovery and planning

Inspect the question, log and two test results from days 8–13. Choose one correction that follows from evidence. Check: Weekly checkpoint: record one decision questioning changed, one failed condition and the next test.

Day 14 · Result, evidence location or reflection

☐ Day 14 · I completed the activity and checked the result.

Day 15 · Write a portable brief

Create a dated current brief with goal, authority, frozen content, unknowns and the next permissible action. Check: Remove private details that do not change the task, then verify that the decisive facts remain.

Day 15 · Result, evidence location or reflection

☐ Day 15 · I completed the activity and checked the result.

Integrated practice map

ROAD06 / GUIDE C14 AND C16 / DAYS 16–18

Carry context and inspect inputs

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 16 · Resolve a conflicting note

Add an older record or a newer proposal that disagrees with the current brief. Ask for a source-based read-back. Check: Check authority and scope before treating recency as an approved change.

Day 16 · Result, evidence location or reflection

☐ Day 16 · I completed the activity and checked the result.

Day 17 · Test a fresh conversation

Open a new conversation using only the verified brief and required source. Request a read-back before drafting. Check: Compare the two decisive facts and open issue with the exact current record.

Day 17 · Result, evidence location or reflection

☐ Day 17 · I completed the activity and checked the result.

Day 18 · Choose an input medium

Take a permitted image, document or audio excerpt that contains a fact your project needs. Give the assistant a precise extraction job; use a permitted text excerpt if the input feature is unavailable. Check: Locate the fact in the original. Record what the input cannot establish.

Day 18 · Result, evidence location or reflection

☐ Day 18 · I completed the activity and checked the result.

Integrated practice map

ROAD07 / GUIDE C14 AND C16 / DAYS 19–21

Verify details and revise

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 19 · Check a visual or spoken detail

Use a clearer crop, original audio or permitted text excerpt to resolve one uncertain character, number or condition. Check: Retain uncertainty if the evidence remains unclear. Do not convert a proposal into a decision.

Day 19 · Result, evidence location or reflection

☐ Day 19 · I completed the activity and checked the result.

Day 20 · Revise one protected passage

Ask for a precise edit to a draft while preserving one approved fact or quotation. Keep the before and after. Check: Check both the changed passage and preservation of the protected material.

Day 20 · Result, evidence location or reflection

☐ Day 20 · I completed the activity and checked the result.

Day 21 · Review the working artifact

Inspect the latest brief, extracted fact and revised draft. Test a familiar case after the change. Check: Weekly checkpoint: name a preserved fact, an independent check and one remaining limitation.

Day 21 · Result, evidence location or reflection

☐ Day 21 · I completed the activity and checked the result.

Integrated practice map

ROAD08 / GUIDE C14 AND C16 / DAYS 22–24

Compare, challenge and verify

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 22 · Fix the scoring criteria

Choose two candidate outputs and set a usability check and factual check before comparing them. Check: Score both on the same rules and cite the actual wording behind any disagreement.

Day 22 · Result, evidence location or reflection

☐ Day 22 · I completed the activity and checked the result.

Day 23 · Challenge the preferred option

Ask for the strongest reason to choose another option. Identify a condition that would reverse your choice. Check: Choose one observable fact and a person or record that could establish it.

Day 23 · Result, evidence location or reflection

☐ Day 23 · I completed the activity and checked the result.

Day 24 · Verify a consequential claim

Open the source for a date, amount or statement in the draft. Recompute or inspect the relevant passage yourself. Check: Record the source location, supported wording and any qualification required.

Day 24 · Result, evidence location or reflection

☐ Day 24 · I completed the activity and checked the result.

Integrated practice map

ROAD09 / GUIDE C14 AND C16 / DAYS 25–27

Rehearse and prepare mastery

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 25 · Rehearse an approval boundary

Use a fictional send, booking or shared-record update. State the exact action, target and version. Introduce a missing approval. Check: Check that the simulated workflow pauses at the intended point and takes no real external action.

Day 25 · Result, evidence location or reflection

☐ Day 25 · I completed the activity and checked the result.

Day 26 · Attempt a fresh task unaided

Use AS02 or a different task with the same four rubric criteria. Close worked examples before your attempt. Check: Save the exact first answer and confidence, then score the observed result independently.

Day 26 · Result, evidence location or reflection

☐ Day 26 · I completed the activity and checked the result.

Day 27 · Execute and defend the capstone

Use CAP02A–B then CAP03A–D: discover, plan, make an artifact, revise, verify and defend. Allow extra sessions. Check: Keep actual artifacts and checks. Mark untested or independent review gates open.

Day 27 · Result, evidence location or reflection

☐ Day 27 · I completed the activity and checked the result.

Integrated practice map

ROAD10 / GUIDE C14 AND C16 / DAYS 28–30

Review, curate and continue

Allow about ten to twenty minutes per activity. Move sessions to suit your calendar. Resume the next unfinished assignment after a break.

Day 28 · Review the independent work

Compare the fresh attempt with E00 and inspect the capstone record. Identify differences in task difficulty or assistance. Check: Weekly checkpoint: retain scores, a defensible revision and the CAP03 defense verdict. Record any incomplete gate without marking it passed.

Day 28 · Result, evidence location or reflection

☐ Day 28 · I completed the activity and checked the result.

Day 29 · Curate the Personal Playbook

Choose one useful discovery prompt, context template and verified procedure from the month's actual work. Check: Record a case, limit and review trigger for each. Remove private source content from reusable text.

Day 29 · Result, evidence location or reflection

☐ Day 29 · I completed the activity and checked the result.

Day 30 · Choose a future challenge

Select a new context where one retained practice might help. Plan a small test and a date for reviewing it. Check: Record what will be held constant, what result would change your mind and where the evidence will live.

Day 30 · Result, evidence location or reflection

☐ Day 30 · I completed the activity and checked the result.

Integrated practice map

CAP03A / GUIDE C03, C05 AND C15 / CAPSTONE EXECUTION

Run the discovery

Bring your saved CAP02A starting brief. Choose a fresh, bounded project with a real artifact someone can inspect.

Keep the first unaided request before seeking help. Run the discovery interview now. Save the actual question and answer, identify its source, and explain the requirement it changes. If an answer is unavailable, retain the gap and choose what can proceed internally.

CAP03A · Starting artifact ID, original unaided request and permitted help

CAP03A · Actual question, answer, source and changed requirement

CAP03A · Confirmed user, result, current sources and unresolved requirement

☐ I retained the starting version before receiving AI help.

CAP03B / GUIDE C04, C08 AND C15 / CAPSTONE EXECUTION

Produce version 01

Work backward from CAP02A's success criteria. Produce the actual first artifact, then run your normal and failure cases.

List evidence and prerequisites before the steps that depend on them. Save version 01 as a document, message, design or other reviewable result. Use the fields for a short excerpt and its locator. Record an unrun check as not tested, rather than describing its expected result as an observation.

CAP03B · Outcome, evidence, prerequisites and ordered execution steps

CAP03B · Actual version 01, evidence ID, usable excerpt and file location

CAP03B · Normal and failure case: expected result, observed result and status

- [ ] I produced and inspected the artifact rather than only describing a plan.

CAP03C / GUIDE C07, C09, C13 AND C15 / CAPSTONE EXECUTION

Revise and verify

Challenge one assumption, revise the actual artifact and recheck the affected requirements before deciding what can proceed.

Keep versions 01 and 02. Ask for the strongest plausible objection and inspect evidence that could change your choice. Open the source behind a consequential claim or repeat the calculation. For any external action, record exact authority and observed state. Keep rehearsal inside the practice boundary.

CAP03C · Objection, supporting evidence, exact revision and repeated check

CAP03C · Claim, source/version/location, independent check and remaining uncertainty

CAP03C · Approved scope/version/target, held action and actual completion evidence

☐ I repeated the affected check and checked preservation after revising.

CAP03D / GUIDE C15 / CAPSTONE DEFENSE

Defend the outcome

Give a reviewer the actual artifact and the success criteria chosen before execution. Retain their observations and your response.

Ask them to use the result on the normal and failure cases. Explain the decisive question, one rejected alternative and the claim you checked. If you review your own work, label that clearly; an unavailable independent review remains open. A failed criterion calls for a correction or a bounded hold.

CAP03D · Reviewer/role, artifact version, predetermined criteria and observed verdicts

CAP03D · Key decision, evidence, rejected alternative and response to criticism

CAP03D · Accept, revise or hold; unmet condition, owner and next authorized step

- [ ] My final verdict names the artifact and its remaining limitations.

AS04A / GUIDE C01-C05 AND C15 / PERFORMANCE PROFILE

Assess goals and planning

Use actual work from CAP03. Each field records a score, a visible example and the evidence ID that supports it.

First complete AS04D's conditions. Score 0=absent/incorrect, 1=partial, 2=meets the stated criterion, or N=not tested. Record observed evidence and its locator.

AS04A · 1 Goal/spec: user, observable outcome, usable format and acceptance test

AS04A · 2 Context: current sources, conflict resolved and irrelevant private data removed

AS04A · 3 Questioning: consequential AI question, sourced answer and changed requirement

AS04A · 4 Planning: success evidence and prerequisites placed before dependent steps

AS04B / GUIDE C07, C09, C10 AND C15 / PERFORMANCE PROFILE

Assess revision

Keep the same task conditions and scoring meanings from AS04A and AS04D. Score the observed work, not its confident explanation.

If a skill has no evidence yet, run its missing check. Give precise feedback on one failed requirement and compare the revision. Judge against unchanged criteria. Ask for a strong counterargument; test what would make your preferred option change. Keep the result within your project's authority.

AS04B · 5 Feedback: bounded change, accepted content preserved and affected test repeated

AS04B · 6 Evaluation: same criteria applied to alternatives, with reasons for each verdict

AS04B · 7 Strategy: alternative or objection tested, with evidence that could change the choice

AS04C / GUIDE C12, C13 AND C15 / PERFORMANCE PROFILE

Assess control

Use harmless practice records for delegation and interruption checks. Complete any missing probe without sending, purchasing or changing live records.

Check one consequential claim against a source. Then test an unapproved action and a timeout whose outcome is unknown. Record what should pause and what actually happened. If no tool is available, assess the proposed recovery using explicit evidence states; label the outcome as a rehearsal.

AS04C · 8 Verification: independent source check, supported wording and uncertainty retained

AS04C · 9 Delegation: exact scope/authority, held unapproved action and suitable result evidence

AS04C · 10 Recovery: last verified state, outcome check before retry and safe resume decision

AS04D / GUIDE C11, C14 AND C15 / ASSESSMENT CONDITIONS

Interpret the evidence

Record the conditions before scoring AS04A-C. Keep performance, task difficulty, confidence and assistance as separate observations.

Describe source count, ambiguity, unfamiliarity and allowed help. Log actual help, including AI, examples or a reviewer. If prior confidence was not recorded, say so. Apply E00's four criteria separately: Goal, Facts, Output and Verification, each 0-2. This learning profile is not a validated mastery test or a guarantee of transfer.

AS04D · Task/version, difficulty, allowed aids and confidence before checking (0-100)

AS04D · E00 and final four scores/totals out of 8, evidence and comparability limits

AS04D · Actual assistance, ten-skill gaps, confidence after and next unfamiliar test

PB05 / GUIDE C16 / PERSONAL PLAYBOOK MAINTENANCE

Make the Playbook yours

Preserve PB01-PB04. Add the preferences and repeatable workflow you would hand to a new assistant or future project partner.

State your preferred question cadence, output form and review points, with exceptions for unfamiliar or consequential work. Test the resulting brief in a fresh conversation. Keep an entry change only when its normal and boundary cases support it. Retain the previous working version and the condition for another review.

PB05 · Personal preferences, exceptions and observed read-back from a fresh chat

PB05 · Trigger, required context, discovery, draft, tests and owner decision

PB05 · PB entry/version, changed instruction, retest evidence, limit and review trigger

EV01 / GUIDE C15-C16 / EVIDENCE AND CONTINUATION

Locate the full evidence

Keep a private evidence folder beside your saved workbook. Use short IDs so a reviewer can find the exact artifact or source.

Save and reopen your PDF to check answers. Keep long responses on paper or in notes labeled with workbook page, exercise ID and question; record their location here. Print continuation notes on A4 and check the final line and characters. Keep dated source locations. These fields index evidence; they do not attach files.

EV01 · Evidence IDs, actual artifact versions and where each file can be opened

EV01 · Material claims, source/version/location, check date and unresolved finding

EV01 · Exercise ID, exact question label, continuation location and last-line check

INTERACTIVE WORKBOOK

Turn better prompts into practice.

Start with a baseline, then build skill through interactive exercises, reusable prompt templates and progressive challenges. Develop a personal project, assess your progress and record what works in your Personal AI Communication Playbook.



Artwork generated with AI

Return to the exercise map