

AI AGENTS FOR LEADERS WHO HAVE NO TIME TO LEARN AI

Finish the meeting with less work left to carry

AI Agents

This guide goes beside the Section 1 videos. You can watch every lecture without stopping for homework; the steps are there for when you choose to try a strategy. Northstar, Alex, Priya, Sam and Jordan are a prepared fictional example, and every message in it stays a draft.



Arun Nagarathanam

8 lectures · prompts, ideas and checks

How to use this guide

Keep it open on your phone or a second screen while the lecture plays on your main screen.

ONE

Watch first.

Every lecture makes sense without practice. The steps are there when you choose to try one.

TWO

Use the requests.

Every dark window holds a request from the lecture. Select the text to use it in an AI product your employer permits.

THREE

Check yourself.

Each lecture ends with one question. Answer it before you move on.

ALL LINKS AND COPY BUTTONS

Every link for this section, and every prompt with a working Copy button, is on one page of our website.

[Open the Section 1 page](#)

8 lectures

1.1	What could an AI agent take off your working week?	Page 4
1.2	Can AI handle the work after your meeting?	Page 7
1.3	Can you talk it through instead of writing a perfect prompt?	Page 10
1.4	What can you now see AI taking off your week?	Page 14
1.5	How does AI do the work, not just answer?	Page 17
1.6	Which task should you hand over first?	Page 20
1.7	How to Get the Most Out of This Course	Page 23
1.8	What should you keep from this meeting?	Page 26

What could an AI agent take off your working week?

See which part of preparing for a decision an AI agent can take on, and which part stays with you.





IDEAS TO KEEP

01

A useful answer to a client often needs preparation first: the notes from the last meeting, the missing facts from your team, and a plan if the date is at risk.

02

AI helps with that preparation when you give it a clear job and the notes it needs.

03

Software that works through several steps toward a result on its own, and saves one document for you to inspect, is called an AI agent.

04

A quick chat reads what you attach and answers once. An agent keeps going until the finished document is saved for you to check.

05

A polished draft can still miss the point. Your knowledge of the work closes that gap, so you examine, question and improve the plan before you speak.



FOLLOW ALONG

1

Think of one client or team question in your week that needs preparation before you can answer it.

2

List what that preparation involves: notes to find, facts to chase, a plan to draft.

3

Notice which of those steps you would want an agent to do, and which decision stays yours.

GOOD TO KNOW

You do not need coding experience for any strategy in this course. Practice is always optional.



FILES AND LINKS

[This lecture on the website](#)



CHECK YOURSELF

What is the difference between a quick chat reply and an AI agent working on the same job?

Can AI handle the work after your meeting?

Follow one prepared meeting record from Friday's team meeting to a follow-through page that leaves Alex ready for Monday's decision.





IDEAS TO KEEP

01

Priya's team can start account setup on Tuesday only after the client sends a role list showing who needs access and what each person may do.

02

A standard summary can repeat everything Jordan said and still leave Alex chasing updates before Monday.

03

The transcript is the written record of what people said. Alex's purpose for Monday tells the agent what to look for in it.

04

A blocker is something preventing the work from continuing. Asking what remains open gets a more useful reply than asking for a status.

05

Every message stays a draft and the reminder stays a proposal until Alex approves it, because the person whose name is on the message checks it.



FOLLOW ALONG

1

Open `practice/meeting-transcript.md` and find Jordan's line promising the role list by 3 p.m.

2

Open `practice/meeting-follow-through.html`. On the Meeting notes tab, find the client role list under Waiting for confirmation, then Alex's decisions.

3

Switch to Follow-up drafts and read the draft to Jordan. Find the sentence that asks what remains open if confirmation is delayed.

4

Open the Reminders tab and check that the 10 to 10:15 a.m. Monday reminder says Proposed only.

● ● ● Request · Alex's purpose for Monday

PROMPT

Before the review, I need each person's current blocker and any decision they need from me, so I can prepare to address the issue with the client.

Use in: ChatGPT or another AI product your employer permits, with meeting-transcript.md attached

GOOD TO KNOW

Northstar is a prepared fictional example written for this course. The follow-through page shows the target an agent works toward; it is not a recording of a live agent run.



FILES AND LINKS

[practice/meeting-transcript.md](#)

[practice/meeting-follow-through.html](#)

[This lecture on the website](#)



CHECK YOURSELF

Why does the draft to Jordan ask what remains open, instead of asking for a progress update?

Can you talk it through instead of writing a perfect prompt?

Start with a spoken, unfinished explanation of a problem and let AI's questions shape the job before any work begins.





IDEAS TO KEEP

01

You do not need a polished written request to begin. You can turn on the microphone and describe what is bothering you.

02

The instructions you give AI to start or guide a job are called a prompt. A prompt can begin as an unfinished spoken explanation.

03

Asking AI to interview you first gives it a problem to investigate before it prepares anything.

04

Three questions were enough here: what Alex discovers too late, what Alex already has, and what each person should send back.

05

When you already know the exact output, prompt directly. When the approach is still unclear, a short spoken interview helps you find it.



FOLLOW ALONG

1

In ChatGPT, turn on the microphone and describe a meeting problem in your own words, or read Alex's account aloud.

2

Add the instruction to interview you before starting the work.

3

Answer each question AI asks. Compare your answers with Alex's in prompts/section-01-prompts.md.

4

Judge the plan AI proposes: does it address your real worry and use the material you have?

5

When the plan fits, confirm it and ask for the page back for your review.

● ● ● Request · Alex's spoken problem

PROMPT

We record our project meetings, but I still spend time chasing people afterward. I've got the client review on Monday, and I need to know where we are. Actually, what worries me is finding out on the call that someone needs a decision I haven't prepared for.

Use in: ChatGPT, spoken with the microphone on

● ● ● Request · Ask for an interview first

PROMPT

Interview me about this problem, then suggest how you could help. Let's discuss the approach before you start the work.

Use in: ChatGPT, straight after the spoken problem

● ● ● Request · Confirm the agreed approach

PROMPT

Yes, follow that approach. Use the transcript and my explanation to prepare the follow-through page with the meeting notes and draft messages. Bring the page back for me to review.

Use in: ChatGPT, after the proposed plan fits

GOOD TO KNOW

The interview exchange is prepared for the course. Your own tool will ask different questions; judge them by whether they bring out what you need.



FILES AND LINKS

[practice/leader-context.md](#)

[prompts/section-01-prompts.md](#)

[This lecture on the website](#)



CHECK YOURSELF

When would you prompt AI directly, and when would you ask it to interview you first?

What can you now see AI taking off your week?

Compare two requests to Jordan and judge an AI draft by what its reply lets you learn before your next decision.





IDEAS TO KEEP

01

Polite and professional is not the test. What matters is what the reply lets you learn before your next decision.

02

A generic progress request can bring back a list of completed tasks and still leave Alex needing another message.

03

A purposeful request asks what is preventing progress and whether a decision is needed, so the answer arrives while Tuesday's options are still open.

04

The agent reads, sorts and drafts. Alex supplies the purpose and judges whether the drafts ask for the right information.

05

Ask of any AI draft: does it merely sound finished, or does it set up the next decision I have to make?



FOLLOW ALONG

1

Open practice/follow-up-exercise.md and read the meeting excerpt.

2

Compare the generic request with Alex's purposeful request.

3

Try revising the generic request yourself, or with AI, then open the sample answer and compare.

● ● ● Request · Generic request to Jordan

PROMPT

Please send me a progress update.

Use in: A message to Jordan, shown only for comparison

● ● ● Request · Alex's purposeful request

PROMPT

Before Monday's morning review, please tell me what is preventing progress and whether you need a decision from me.

Use in: A message to Jordan, from follow-up-exercise.md



FILES AND LINKS

[practice/follow-up-exercise.md](#)

[This lecture on the website](#)



CHECK YOURSELF

Which of the two requests gets Alex an answer in time to decide, and why?

How does AI do the work, not just answer?

Map the Northstar job onto generative AI, the model, tools, the AI agent, agentic AI, a rule and a skill.





IDEAS TO KEEP

01

Generative AI is the ability to create new wording, such as the sentences in Jordan's draft.

02

The model is the part that reads, reasons and writes. In ChatGPT, that is one of OpenAI's GPT models.

03

A tool is an ability to take an action, such as reading a file or saving one. Even a chat that reads an attached file is using a tool.

04

An AI agent combines the model and its tools until the job is finished, and can take only the actions its tools allow and you permit.

05

Agentic AI describes how it works: choosing and adjusting its own next steps toward your goal, such as asking when the purpose is missing.

06

A rule is one short instruction. A skill is a saved set of rules, with examples or supporting files, that the agent can reuse.



FOLLOW ALONG

1

Open skills/meetings-and-follow-through/SKILL.md from the section zip and read its table of steps.

2

Find where it hands work to smaller skills such as meeting-summary and meeting-follow-up.

3

Open references/working-contract.md and find the line saying a prepared draft is not an executed action.

GOOD TO KNOW

The skill files are authored course materials. They have not been run in a live agent yet, so check how your own tool handles them before relying on them. In ChatGPT, agent work happens in a mode called Work, which Section 2 opens.



FILES AND LINKS

[skills/meetings-and-follow-through/SKILL.md](#)

[skills/meetings-and-follow-through/references/working-contract.md](#)

[This lecture on the website](#)



CHECK YOURSELF

What is the difference between an AI agent and agentic AI?

Which task should you hand over first?

Choose one contained job, have AI write it as a short brief, and make 3 checks on that brief before anything runs.





IDEAS TO KEEP

01

Assigning every meeting task at once mixes different people, files and judgment calls, and correcting the result starts to feel like a second job.

02

One review's follow-through is a clear first job: the transcript exists, the purpose is known, and the drafts are easy to judge.

03

A brief is a short description of the job, its inputs and its return point. AI can draft it from your conversation.

04

Check the brief: the inputs exist, the output is concrete, and it stops and returns for review without sending anything.

05

A workflow is a repeatable sequence of steps for a bounded job. Keep it if the drafts needed only small corrections; change the brief if you still had to chase people.

06

Four sizes: a rule is one instruction, a brief is one job, a skill saves a method, a workflow is the whole repeatable sequence.



FOLLOW ALONG

1

Pick one recurring meeting in your own week.

2

Ask AI to turn the plan you agreed into a short job description.

3

Make the 3 checks: inputs exist, output is concrete, it returns for review.

4

After the meeting, decide whether to keep the workflow or change the brief.

● ● ● Request · Write the agreed plan as a brief

PROMPT

Turn the plan we agreed into a short description of the job, using the transcript and what I've explained about Monday's review.

Use in: ChatGPT, in the same conversation as the interview



FILES AND LINKS

[This lecture on the website](#)



CHECK YOURSELF

What are the 3 checks Alex makes on the brief before anything runs?

How to Get the Most Out of This Course

Learn how to follow the lessons now, return to the right one later, and use the optional files and Q&A without extra setup.





IDEAS TO KEEP

01

Follow the lessons straight through to understand each strategy, then try it when the right meeting or decision arrives.

02

Return by problem: the interview lesson when you are unsure what to ask, the first-workflow lesson when you are tempted to assign too much.

03

The section files are fictional and ready to use, so you can practise without gathering confidential workplace documents.

04

When you apply a method to your own work, use the documents and AI products your employer permits.

05

Rough, unfinished questions are welcome in Q&A. Share the prompt you used and a non-confidential part of what came back.



FOLLOW ALONG

1

Download and unzip the Section 1 starter materials.

2

Open README.md, then the practice and prompts folders.

3

Use captions or playback speed in the player whenever that helps you review a lesson quickly.

4

Post a question in the course Q&A when an explanation feels unclear.

GOOD TO KNOW

The zip holds the meeting workflow and the 8 skills it uses. The complete free resource pack, with all 3 starter workflows, comes later in the course.



FILES AND LINKS

[section-01-starter-materials.zip](#)

[README.md](#)

[practice/prepared-follow-through.md](#)

[This lecture on the website](#)

CHECK YOURSELF



Which lesson would you return to if a meeting left you with work to chase and you were unsure what to ask AI for?

What should you keep from this meeting?

Have the agent capture what made the follow-up work as a reusable preference, and keep the meeting's dates in the project record.





IDEAS TO KEEP

01

You do not have to write the preference yourself. Ask the agent to capture what made the follow-up useful and why.

02

A preference is one short rule written with its reason. A skill can hold several rules like it, along with examples.

03

Northstar's Monday, October 5, 11 a.m. review belongs in Northstar's own notes, not in a general instruction.

04

Test a preference by applying it to a different task, such as asking a colleague for a cost figure before a budget decision.

05

Right now the preference lives only in Friday's conversation. Keeping it ready for next week is Section 2.



FOLLOW ALONG

1

Open the Useful preference tab in [practice/meeting-follow-through.html](#).

2

Read the three sentences of the proposed preference and judge whether they keep the reason the follow-up worked.

3

Find the meeting fact kept separately in the project record.

4

Apply the preference to one request in your own week and check that the action and reason are clear.

● ● ● Request · Capture the useful preference

PROMPT

From the work we've discussed, capture what made the follow-up useful and explain why it helped. Keep the facts of this meeting separate. Show me what you would retain.

Use in: ChatGPT, at the end of the same conversation



FILES AND LINKS

[This lecture on the website](#)



CHECK YOURSELF

Why does the Monday review date belong in the project record and not in the reusable preference?

Words used in this section

AI agent

Software that works through several steps toward a result on its own, using a model and tools, and returns the finished work for you to check.

Transcript

The written record of what people said in a meeting.

Blocker

Something preventing the work from continuing.

Prompt

The instructions you give AI to start or guide a job. It can begin as an unfinished spoken explanation.

Generative AI

The ability of AI to create new content, such as the wording of a message or a summary.

Model

The part of an AI product that reads, reasons and writes. In ChatGPT, one of OpenAI's GPT models.

Tool

An ability to take an action outside writing text, such as reading a file or saving one.

Agentic AI

The way of working in which software chooses and adjusts its own steps toward a goal you set.

Rule

One short instruction the agent follows every time, such as asking when the purpose is missing.

Skill

A saved set of rules, with examples or supporting files, that the agent can reuse.

Brief

A short description of one job, its inputs and its return point.

Workflow

A repeatable sequence of steps for completing a bounded job. It can use one skill or several.

Preference

A short rule you want in every future piece of similar work, written with its reason.

Q&A

The course questions and answers area on Udemy, where rough questions are welcome.

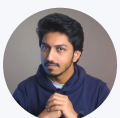
Section 2: Stop explaining the same work from scratch

Section 2 shows how to keep your working methods and project records ready, so a fresh conversation next week starts with your preference and your business background instead of a blank page.

[Continue the course](#)

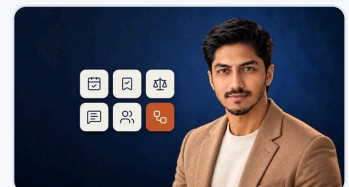
[Section 1 on the website](#)

aruntastic.com



 **aruntastic**

Written by Arun Nagarathanam
Part of AI Agents for Leaders Who Have No Time to Learn AI



More from Aruntastic

Practical courses for people who want to build useful things with AI.



AI SEO Course 2026: From Zero to Page-One Results

Research search demand, structure useful pages, and work through technical and off-page SEO.

[Open the course](#)



AEO, GEO, AI SEO: Get Cited by ChatGPT, Google, Perplexity

Study how AI search finds information, and make your pages clear enough to be cited.

[Open the course](#)



Claude Code Without Coding: AI That Does Real Work for You

Start with the installation, give Claude Code a real project, and learn how to check what it changes as you build.

[Open the course](#)



Microsoft PowerPoint Presentation 2026 for Professionals

Learn visual hierarchy, slide composition, typography and animation through practical work.

[Open the course](#)



Introduction to Agentic AI and AI Agents

Learn how to direct an AI agent at work, with agentic workflows, RAG and MCP explained from a real first run.

[Open the course](#)

Go deeper



TOOLKIT

SEO Accelerator Toolkit

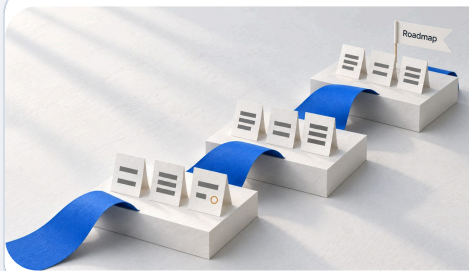
150+ copy-paste AI prompts for audience research, keywords, content, technical SEO and link building.



TOOLKIT

GEO Accelerator Toolkit

100 detailed AI prompts for GEO audits, entity building, content structure and client reporting.



PROGRAMME

GEO Authority Accelerator

A complete GEO programme on our learner platform: nine modules and a 30, 60, 90 day roadmap. The GEO Accelerator Toolkit is included.

[Learn more](#)

CLAUDE CERTIFICATION PRACTICE

Preparing for a Claude certification?

Practice exams written by Arun: 600 questions across 4 mock exams and 2 drill banks. Unofficial preparation, not affiliated with Anthropic.



CCAR-F

Architect Foundations



CCAO-F

Associate Foundations



CCDV-F

Developer Foundations



CCAR-P

Architect Professional