

AI AGENTS FOR LEADERS WHO HAVE NO TIME TO LEARN AI

Choose what matters when everything feels urgent

AI Decision Support

This guide goes beside the Section 3 videos, and every step in it is optional. Elena, Dev, Maya and Meridian Manufacturing are prepared fictional examples.



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5 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 3 page](#)

5 lectures

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Can more AI output leave you with more decisions?

See why faster AI writing puts more requests on a leader's desk, and why the consequential choice can arrive looking small.





IDEAS TO KEEP

01

When AI reduces the effort of writing updates and summaries, more information reaches your desk in less time: longer proposals, instant meeting notes, more threads asking for a quick confirmation.

02

A polished summary can tell Elena what happened in yesterday's check-in. It cannot decide whether lending Dev to another team breaks a promise her own team already made.

03

The formatting request is stamped urgent for noon. The quiet request to borrow Dev for 3 days would delay a release her team promised a client for Friday.

04

The newest or most forceful message is not automatically the choice that matters most.

05

An agent counting this morning's messages cannot infer what breaking Friday's commitment means. Which promise is at risk, and who is affected if it slips, belongs to you as the leader.



FOLLOW ALONG

1

Think of your own working week and find one decision among your current emails or project updates where the real consequence is much larger than the message suggests.

2

Write down which promise it puts at risk and who would be affected if it slipped.

GOOD TO KNOW

Elena is a prepared fictional department manager written for this course. Practice is always optional.



FILES AND LINKS

[This lecture on the website](#)



CHECK YOURSELF

Why can an agent that counts this morning's messages still miss the decision that matters most?

What deserves your attention first?

Turn Elena's 4 competing items into an attention queue, then correct the agent's first order with the consequence only Elena knows.





IDEAS TO KEEP

01

An attention queue is a short, organized view with 3 groups: decisions that need your judgment, prepared drafts ready to inspect, and items waiting on another person.

02

The supplier pricing thread goes to the waiting group, because nothing Elena does moves it until the vendor replies. The client update goes to the drafts group for the afternoon review batch.

03

In its first pass the agent put the noon formatting request at the top, simply because noon was the earliest timestamp.

04

Elena corrects the order with what she knows: Dev is the lead engineer for Friday's committed client release, and the formatting request has no external impact. Decisions are ranked by consequence of delay, importance of the commitment, actual deadlines and what depends on the choice.

05

The queue is one saved page in her department project. At each review point the agent updates it and brings back only what needs her, and anything that threatens a committed delivery date goes straight to the top.



FOLLOW ALONG

- 1 Open practice/elena-and-meridian-decision-files.md and read Elena's 4 incoming items and the Friday release commitment.
- 2 Optionally, give the 4 items and the commitment note to ChatGPT or another AI product your employer permits, with the first request below.
- 3 If the noon formatting request lands at the top, send the second request and check that the Dev decision moves to number 1.
- 4 Compare your result with tab 01 Attention queue in practice/priorities-and-decisions.html.

● ● ● Request · Assemble the attention queue

PROMPT

Read these 4 incoming requests alongside our department's current project records. Organize them into an attention queue with 3 groups: decisions that require my judgment, prepared drafts ready for me to inspect, and items waiting on another person. For each item, list its source, the decision or action needed, and the owner.

Use in: ChatGPT or another AI product your employer permits, with the 4 requests and the project records attached

● ● ● Request · Rank by consequence, not timestamp

PROMPT

Do not order the decisions group by urgency labels or earliest timestamp alone. Dev is the lead engineer for Friday's committed client release, while a delay on the internal formatting request has no external impact. Reorder the decisions by the consequence of delay, commitment importance, actual deadlines, and what other work depends on the choice. Save this attention queue in the project and return immediately during any review if a change threatens a committed delivery date.

Use in: The same conversation, after the first queue comes back

GOOD TO KNOW

The attention queue on the prepared page shows the target an agent works toward. It is authored teaching material, not a recording of a live agent run.



FILES AND LINKS

[practice/elena-and-meridian-decision-files.md](#)

[practice/priorities-and-decisions.html](#)

[prompts/section-03-prompts.md](#)

[This lecture on the website](#)

CHECK YOURSELF



Why did the agent's first order put the formatting request above the Dev decision, and what did Elena add that changed it?

What could change your mind?

Compare Maya's 3 options for the Meridian Manufacturing bid and find the one assumption the full-scope bid depends on.





IDEAS TO KEEP

01

A polished table of pros and cons can make a high-stakes choice look simpler than it is, and hide the single assumption that would make the plan fail.

02

Maya's adapted skill from Section 2 checks senior integration specialist time instead of total headcount. Her only 2 specialists are committed to another client's launch planned to run into weeks 3 and 4.

03

The agent compares 3 options: bid on the full 6-week scope, propose a narrower phased scope that moves integration to week 5, or decline to bid.

04

The pivotal assumption: the full bid is viable only if the other launch finishes early, by day 10 at the end of week 2, without a single day of spillover.

05

That launch depends on a third-party vendor whose testing schedule is unconfirmed, so Maya chooses the phased scope and accepts a smaller first contract to protect the launch her team already promised.

06

She also names what would reopen full scope: written confirmation, before the bid is due on Friday, October 9, at 5 p.m., that the current launch has passed final testing early enough to free both specialists by day 10.



FOLLOW ALONG

- 1 Open practice/elena-and-meridian-decision-files.md and read the Meridian RFP summary and the team capacity note.
- 2 Open tab 02 Option comparison in practice/priorities-and-decisions.html and find the pivotal assumption in the full-scope row.
- 3 If you try it yourself, send the comparison-plan request first and correct the plan before the comparison runs, then ask for the pivotal assumption.

● ● ● Request · Propose the comparison plan first (carried over from Section 2)

PROMPT

We have received a request for proposal from Meridian Manufacturing for a 6-week data migration. Before running the full comparison, propose how you will compare 3 options: bidding on the full 6-week scope, proposing a narrower phased scope that moves integration to week 5, and declining. Check senior integration specialist time rather than total headcount, because both of my specialists are committed to another client's launch planned to run into weeks 3 and 4. Also check delivery capability, strategic fit, and missing evidence.

Use in: ChatGPT or another AI product your employer permits, with the RFP summary and capacity note attached

● ● ● Request · Find the deciding assumption

PROMPT

Using the comparison you just ran, state the single pivotal assumption behind the full-scope bid. Then tell me what new evidence would change my mind about the phased option.

Use in: The same conversation, after the comparison comes back

GOOD TO KNOW

Maya and Meridian Manufacturing are a prepared fictional case. An RFP, or request for proposal, is a document from a prospective customer describing the work they want suppliers to bid on.



FILES AND LINKS

[This lecture on the website](#)



CHECK YOURSELF

What single fact has to hold for Maya's full-scope bid to work, and why did its uncertainty move her to the phased option?

How will you remember why you chose it?

Have the agent draft Maya's decision record from the finished discussion, check it, save it, and retrieve it in a fresh conversation on Thursday.





IDEAS TO KEEP

01

Reasoning buried in a 30-message comparison chat is hard to reconstruct a few days later, and a new chat next month will not automatically remember today's discussion.

02

Right after confirming her choice, Maya asks the agent to draft a concise decision record with 5 items: the confirmed choice, the reasons, the alternatives considered, the fact still to confirm, and the condition that reopens full scope.

03

Her job is to review and confirm the record's meaning, not to fill in a blank form. She checks that the phased scope is named as the final choice and that the week-5 specialist hours stay listed as the fact still to confirm.

04

The approved record is saved in the Meridian Proposal project folder, beside the RFP summary and the capacity note.

05

Saving is half of the loop. On Thursday, in a fresh conversation inside the project, the agent retrieves the record, points to the saved file and reports both open items.

06

If a workspace or chat route has no access to the project folder, the agent should say the record is inaccessible rather than guess the reasons from memory.



FOLLOW ALONG

- 1 Open tab 03 Decision record in `practice/priorities-and-decisions.html` and find the 5 fields.
- 2 Check the two things Maya checks: the confirmed choice is the narrower phased scope, and the week-5 specialist hours are still a fact to confirm.
- 3 Open `skills/priorities-and-decisions/SKILL.md` and find the decision-record row in the Sequence and handoffs table.
- 4 If you try it yourself, open a fresh conversation in the same project and send the retrieval request. The answer should point to the saved file.

● ● ● Request · Draft the decision record

PROMPT

From our discussion, prepare a concise decision record for the Meridian Proposal project. Include 5 items: the confirmed choice, the reasons behind it, the alternatives considered, the fact still to confirm about week-5 specialist capacity, and the condition that reopens full scope.

Use in: The comparison conversation, right after you confirm your choice

● ● ● Request · Check and approve the draft

PROMPT

Check that this draft names the narrower phased proposal as my final choice, and that week-5 specialist availability is written as the fact still to confirm before contract signature, not a settled fact. If both are right, save the record in the Meridian Proposal project folder alongside the RFP summary and the capacity note.

Use in: The same conversation, once the draft comes back

● ● ● Request · Retrieve it on Thursday

PROMPT

Retrieve the saved decision record in the Meridian Proposal project. Using that record, explain why we chose the narrower phased scope, what fact is still to be confirmed, and what condition must be met before we reconsider the full scope.

Use in: A fresh conversation inside the same project

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 saves and retrieves files before relying on them.



FILES AND LINKS

[skills/priorities-and-decisions/SKILL.md](#)[skills/decision-record/SKILL.md](#)[This lecture on the website](#)

CHECK YOURSELF

Which 2 things does Maya check in the first draft of the record, and why do automated summaries often get them wrong?

Can you explain your choice and tradeoff?

Explain a decision in 4 parts, so the people acting on it know what you accepted and what you are still watching.





IDEAS TO KEEP

01

A clear leadership decision does not pretend every fact is certain. It states the tradeoff you accepted and the uncertainty you are still watching.

02

Elena can now say she is handling Dev's staffing request first because lending Dev for 3 days would put Friday's committed client release at risk.

03

Maya's explanation has 4 parts: the confirmed choice, the protected commitment and accepted tradeoff, the fact still to confirm, and the condition that reopens full scope.

04

Naming the uncertainty and the revisit condition makes your judgment trustworthy, because colleagues know what to watch for instead of finding a hidden risk midway through delivery.

05

Halfway through the course you can hand an agent your meeting follow-through, keep your background and methods in a project and a skill, sort your week with an attention queue, and keep the reasons for a choice in a decision record.



FOLLOW ALONG

1

Open tab 04 Tradeoff explanation in [practice/priorities-and-decisions.html](#) and read the 4 parts.

2

Pick one project you prioritized over another this month. Can you state the choice, the tradeoff it accepts, the uncertainty you are watching and the fact that would change your mind?



FILES AND LINKS

[This lecture on the website](#)



CHECK YOURSELF

What does another person need to hear before acting on your decision?

Words used in this section

Attention queue

A short, organized view of your incoming work in 3 groups: decisions that need your judgment, prepared drafts ready to inspect, and items waiting on another person.

Consequence of delay

What breaks, and for whom, if a decision waits. The first thing the attention queue ranks by.

Review point

A scheduled time when the agent updates the saved queue and brings back only what needs you.

RFP

Request for proposal: a document from a prospective customer describing the work they want suppliers to bid on.

Pivotal assumption

The single fact that must hold true for an option to succeed. Also called the deciding assumption.

Tradeoff

What you accept giving up to protect something that matters more, such as a smaller first contract to protect a promised launch.

Decision record

A short saved file with the confirmed choice, the reasons, the alternatives considered, the fact still to confirm and the condition that would reopen the choice.

Fact still to confirm

An open uncertainty the decision depends on, kept visible instead of written as settled.

Project

A folder that keeps the files, the agent's instructions and the saved records for one ongoing piece of work together.

Skill

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

Workflow

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

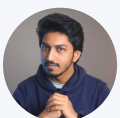
Section 4: Send messages your colleagues recognize as yours

Section 4 shows how to use AI to draft the announcements that carry a decision to your team and your sponsor, and to rehearse tough questions, while still sounding like yourself.

[Continue the course](#)

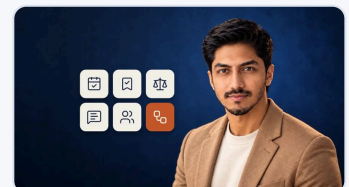
[Section 3 on the website](#)

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Part of AI Agents for Leaders Who Have No Time to Learn AI



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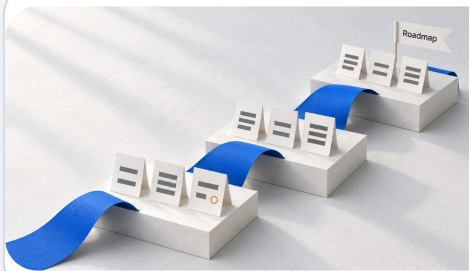
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