

FREE PLAYBOOK

The AI Playbook.

The four parts that make any AI model work like your best employee.

Most people blame the AI when the work comes back sloppy. Wrong target. The model was fine. The instructions were lazy. After building AI helpers with hundreds of real business owners, we found the same pattern every time: great results come down to four parts. How it reasons. How the work flows. How you write the prompt. And what you demand back. Get these four right and the AI stops acting like a distracted intern. This is the exact playbook we teach inside our certification, and it works on any model you pick.

PART 1 · REASONING

Make it prove it

The first answer an AI gives you is a draft wearing a suit. It sounds confident. **Confidence is not accuracy.** Your job is to make it show the work before you act on it.

Verify what would break the plan

You do not need to check every claim. Find the 2 or 3 facts that would sink the whole thing if they were wrong. Check those first, every time.

Set the trust order

Fresh data beats the AI's memory. Its memory beats a guess. When a fact matters, ask one question: where did this come from?

No blind retries

When the AI surprises you, do not just hit regenerate. Ask what caused the miss first. A retry without a reason returns the same mistake in nicer words.

Separate facts from estimates

Make it label every claim as verified or estimated. One is a receipt. The other is a hunch. You want to know which one you are betting on.

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"Before you answer: list the 3 claims that would break this plan if they were wrong. Verify each one and show me where it came from. Label everything else as an estimate."

THE FOUR PARTS

PART 1
Reasoning

Make it prove its claims before you act on them.

PART 2
Workflows

Break big jobs into small steps that each show receipts.

PART 3
Prompts

Write instructions like you're training a new hire.

PART 4
Deliverables

Demand answers first, ranked findings, one next step.

PART 2 · WORKFLOWS

Break big jobs into small checks

One giant prompt gets you one giant mess. **Big jobs need structure**, the same way a new hire needs a checklist and not a pep talk.

Split the job

Have one helper pull the data and a separate one check it. Small jobs done well beat one big job done vaguely, and you can run them at the same time.

Every step shows receipts

Pair each step with a check that shows real output. If a step cannot show its work, treat it as not done. "Done" is a claim, output is proof.

Set a quality bar and hold it

Make the AI score its own work from 1 to 100. Anything under 95 goes back for another pass. It is surprisingly honest about its own weak spots.

Long jobs save progress

Big projects should checkpoint as they go. Tomorrow you resume where you stopped instead of paying for the whole job twice.

PART 3 · PROMPTS

Write instructions like you're training a new hire

You would never tell a new hire to "handle the reports" and walk away. **That is exactly what most people do to AI.** Then they act surprised.

Exact steps, exact format

Tell it what to do, in what order, and what the finished product looks like. "Give me a table with these 4 columns" beats "summarize this" every single time.

Say what NOT to touch

Boundaries matter as much as instructions. Without them, AI loves to "fix" things you never asked about. Name what stays off limits.

Demand exact counts

"Summarize my leads" invites skipping. "List all 47 leads with name and status, and flag any missing info" makes skipping impossible.

Fixing rules: never delete, always log

When AI edits or repairs anything, three rules apply. Never delete. Log every change. Flag conflicts and ask instead of guessing.

Spot-check the numbers

Pick one number from every AI report and trace it back to the source. If it holds up, trust the report. If it does not, you just caught a bad decision before it cost you money.

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"Follow these exact steps in order. Do not change anything outside [the thing I named]. Return exactly [N] items in this format: [format]. Log every change you make. If anything conflicts, flag it and ask me. Do not guess."

PART 4 · DELIVERABLES

Demand answers, not essays

AI defaults to essays. You are running a business. **Change the default.**

First sentence = the answer

If you have to read four paragraphs to find out what happened, send it back. The answer comes first. The reasoning comes after, for whoever wants it.

Ranked findings, one next step

Most important thing first. And every report ends with one clear next step, not a menu of ten maybes.

Never blend numbers

Every number is verified or labeled as an estimate. A blended number is how bad decisions get made with total confidence.

Make it push back

Tell it: if you see a stronger idea, say so. An AI that always agrees with you is a mirror, not an employee.

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"Answer my question in the first sentence. Rank findings by importance. Label every number as verified or estimated. End with the single next step. If you see a stronger approach than mine, say so."

The 60-Second Checklist

Run this before you trust any AI output. Two misses means the work goes back.

- | | |
|--|---|
| ☐ I verified the 2-3 claims that would break this if wrong | ☐ Every number is labeled verified or estimated |
| ☐ Each step showed real output, not just "done" | ☐ It scored its own work 95 or above |
| ☐ I gave exact steps, exact counts, and a do-not-touch list | ☐ I traced one number back to its source |
| ☐ The first sentence answers my question | ☐ It ends with one clear next step |
| ☐ It pushed back somewhere instead of just agreeing | ☐ I would hand this to a client without editing it |

READY TO GO DEEPER?

This playbook makes your prompts better.
The certification makes you the one who builds the system.

In the 12-Week AI Certification, we sit with you live and build a working team of AI helpers around your actual business. Your real leads. Your real follow-up. Your real week. You leave with helpers that keep working after the call ends, and a credential to show for it. No tech skills needed.

Get Your 12-Week AI Certification Today →

Start at brainvaultai.com

The model is rented. The playbook is yours.