WORKSHOP CHEAT SHEET

# Cutting Through the Chaos: AI for Women in Business

November 18, 2026. Copy these prompts, change the words in [brackets], and make them yours.

## Start here: pick one to try this week

1. **Connect one tool.** Your email or calendar, so AI can help you see your week.
2. **Teach AI your voice.** So drafts sound like you, not a robot.
3. **Ask one person for a coffee.** AI finds the names and drafts the note. You show up.
4. **Plan a month of posts.** Twelve ideas and a first draft in about five minutes.

Just one. You came in doing it all. You're leaving with a next step.

## Which tool should I use?

Most of the room uses ChatGPT, and several of you use Claude, Gemini, Copilot and Canva too. The good news: every prompt on this sheet works in any of them. Use the one you already have.

| Tool | Good for | Plan I showed | About, per month |
|---|---|---|---|
| ChatGPT | The all-rounder most people start with | Plus | About $25 |
| Claude | Writing in your voice, thinking things through | Pro, the one I pay for | $28 |
| Gemini | Built into Gmail, Docs and Chrome | Google AI Pro | $27 |
| Muse | An agent that does tasks for you | Free plan, runs on tokens | Free for now |
| Canva | Design, templates, social graphics | Canva Pro | Check canva.com/pricing |

Prices are in Canadian dollars before tax, checked in November 2026, and they change often. Most have a free plan. Start there, and pay only when you outgrow it.

**Tip from the room: talk, don't type**

Tap the microphone and talk to it like you'd talk to a colleague. Dictating is faster than typing, and AI picks up more of how you actually sound. Try it on your phone between meetings.

## Get organized

### Your week at a glance

Connect your email and calendar, then ask:

> **"Look at my calendar for next week and my unread email. Tell me what needs a reply, anything that's double-booked or tight, and what I should prepare before each meeting."**

Then: **"Draft replies in my voice. Save them as drafts. Don't send."**

### Quote request to booking, typed once

> **"The client said yes. Pull every event detail from this email thread into one row for my booking sheet. Then draft the invoice, the confirmation and a calendar entry from that row."**

Type the details once. Everything else comes from that one row.

### Hand off a weekly task

Gailene shared how she had AI pull a weekly message out of her email and post it to her studio's app every Sunday night. Pick one repeating task of your own and try:

> **"Every [day], I [describe the task, step by step]. Walk me through how you could do this for me, what you'd need access to, and what you'd need me to check before anything goes out."**

Start with something low risk, and keep the "check before it goes out" step.

### Build your own client list

> **"Help me build a simple list to track [clients, leads or event sign-ups]. Ask me what I need to see each week, then suggest the columns. Keep it simple enough that I'll actually use it."**

## Marketing and content

### Plan a month of posts in five minutes

> **"We're [your business] in [your town]. We help [who you serve]. Give me 12 post ideas for [your one channel] over the next four weeks. Then write the first post in a warm, plain voice. Pretend you're the best social media marketer in the world."**

### Teach AI to sound like you

Paste in three emails or posts you're proud of, then ask:

> **"Study the tone, word choice and sentence length in these examples. Then write [a follow-up email to a new client] in my voice. Ask me questions if anything is unclear."**

### Already recorded something?

1. Get the transcript from your Zoom or Teams recording, if your plan includes one.
2. Ask AI for the five best moments, with times.
3. Turn it into a newsletter story and a week of posts.
4. Pull two or three short clips, with captions.
5. Get permission from everyone on camera.

### New to Canva? Start in 10 minutes

1. Sign up free at canva.com and search the templates for "Instagram post" or "flyer".
2. Pick one, then swap in your words, photos and colours.
3. If you use Claude, you can connect Canva in its settings under Connectors. Then you can ask Claude to plan the slides or posts and send them to Canva, where you edit the design. That's how my workshop deck started.

## Get more from it

### Better prompts, better answers

The recipe: who it is, who it's for, what you want, how long, and "ask me questions first."

> **"You're a marketing coach for a one-woman business. Write a warm Facebook post introducing my new [service] to past clients. Under 80 words, friendly voice. Ask me three questions first."**

### Your advisory council

> **"Act as my advisory council of six: a marketing strategist, an accountant, a privacy expert, a customer in my target market, a skeptical investor and a seasoned business owner. Tell me what's strong, what's weak and what you'd change. Then ask me questions I haven't thought of."**

They're not real advisors. It's a warm-up before you ask real people. AI should never be the only voice in the room: you, a trusted person, and AI.

### Teach AI your way of doing things

A "skill" is a saved set of instructions for one job. Explain it once, and it does it your way every time. Every app has its own version and its own name for it. Only add skills from sources you trust.

## When not to trust AI

1. It can get names, dates, prices and numbers wrong.
2. Ask it: **"Check your work and show me anything you're unsure of."**
3. Ask for its sources, then click them. A made-up source is the quickest way to catch a mistake.
4. Read it out loud before it goes out.
5. Photos: AI can change faces and details. Always compare to your original.

You're the editor. AI is the first draft.

**Want a hand?**

I help with training for teams and groups, website makeovers, and setting up AI to take tasks off your plate. On PEI, new funding for AI training may be coming. Reply to my email or get in touch at coveconsulting.ca.

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