

The AI Advantage for Everyone

This document summarizes key AI prompting strategies and use cases, drawing from the "Intro to AI for Everyone" workshop, to help professionals leverage AI tools for increased productivity and creativity.

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Session Goal

Create a shared understanding of how to leverage AI tools to increase productivity for learners, academics and researchers.

Tools to try out

- [Gemini.google.com](https://gemini.google.com) (deep research, Gems, Canvas)
- [Docs.google.com](https://docs.google.com)
- [Sheets.google.com](https://sheets.google.com)
- [Slides.google.com](https://slides.google.com)
- [NotebookLM.google.com](https://notebooklm.google.com)

Mollick's 4 Essential Rules for Integrating AI

Based on the advice of [Ethan M. Mollick](#), Professor at Wharton, UPenn

1. **Always invite AI to the table**
2. **Be the human in the loop**
3. **Treat AI like a human** (but tell it what kind of human to be)
4. **Assume this is the worst AI you will ever use**

"Ten hours is my loose rule of thumb for how much time you have to spend using these systems to kind of get it." - Ethan Mollick

Example Use Cases and Prompts

The following table provides examples of how you can use the Gemini app and Sidekick (side panel) for productivity and creativity:

Tool	Focus Skill	Example Prompt
Gemini side panel in Docs	Stakeholder Management, Prioritization	Act as an expert Food & Beverage executive. Review this plan and provide me a bulleted list to help me identify any unseen risks, inconsistencies or gaps in my plan to help me prepare for a review with senior management. Think deeply about this, my yearly budget approval depends on it. Ask me any questions you have that will help you better understand.
Gemini side panel in Slides	Feedback integration	Act as a senior manager for an industrial kitchen. Create one slide presenting the findings of this report for a senior level audience along with proposed actions to take in Q2. Ask me any questions you have to do this well.
Gemini side panel in Sheets	Project management	(INSIDE OF CELL) =ai("flag here any immediate action needed based on the response", A2:E2)
	Survey Data	(INSIDE OF CELL) =AI("Draft an empathetic and thoughtful response for this survey submission from a facilities manager", A2:G2)
	Data Analysis (Consumption Data)	Gemini Side-Panel) You are a food program manager reviewing this consumption data. Give me an analysis on the data from your perspective, identify which categories see the highest consumption usage and provide suggestions on categories to expand upon or bring in new that would be popular. I need the justification along with the recommendations in a bulleted list. Ask me any questions you have in order to better understand the data or ask.

Tool	Focus Skill	Example Prompt
Gemini Web App	<p>Nano Banana (Image Generation)</p> <ol style="list-style-type: none"> 1. Place Prompt in prompt box 2. Choose "Create Image" from tools dropdown <hr/> <p>Scheduled Actions</p>	<p>Act as an expert architect and space planner. Based on this image of our commercial kitchen, create an illustrated, CAD-style image of what this space should look like based on the recommendations in this document.</p> <hr/> <p>Schedule a news briefing of industry trends relevant to a food and beverage manager in New York City with news from that week to be delivered every Monday at 9:00am.</p>
Notebook LM	<p>Deep Research in NotebookLM</p> <ol style="list-style-type: none"> 1. Open new notebook 2. Select "Deep Research" 3. Enter prompt <p>Optional: Create audio overview, mind map, briefing doc and more</p> <hr/> <p>Easy-lift onboarding chat bot for new hires</p>	<p>Conduct a cohesive research report on food and beverage industry news and trends for non-commercial kitchens in New York City looking into 2026/2027</p> <p>Act as an expert strategic advisor and thought partner. Help me evaluate my program plan against the upcoming industry trends for the food industry in New York City.</p> <hr/> <p>Upload onboarding documents, share chat space</p> <p><i>Share > Viewer > Choose Viewer Option "Full Notebook" or "Chat Only"</i></p> <p>Copy link and share</p>