



Easy productivity wins using AI

This is not about theory or hype. This is about saving time, making better calls, and not having to read 40 pages to get to the point. AI does not replace you. It helps you do your job faster and better.

Here's how to actually use it without sounding like a robot or wasting time with unproductive queries.

Four things you can do with AI right now

1. Summarize complex stuff instantly

You don't have time to read everything. Use AI to break it down so you know what matters. It won't get every last detail, but it can get you straight to the point in under 5 seconds. It isn't perfect, but generally good enough for a quick summary.

Paste in: the doc, email thread, PowerPoint, proposal, etc.

Ask: "Summarize this in a few bullet points"

Ask: "Summarize this for a CEO. What matters to me?"

Ask: "What's this really trying to get me to say yes to?"

Ask: "What parts of this are vague or hiding something I should ask about?"

This saves you time by filtering out the noise and concentrating the delivery.

2. Draft docs, memos, and updates fast

Throw in your notes or just talk it out. AI gets you three-quarters of the way there. It still sounds like you, just saves you time.

Paste in: bullet points, disorganized brain dump of notes, rough draft, or voice-to-text.

Ask: "Turn this into a short, clear memo. Don't add filler."

Ask: "Use this to create a concise email to my exec team. Keep my tone."

Ask: "Clean this up and make it sound like something I'd actually write."

Ask: "Make this tighter and more direct. I'm not trying to hold anyone's hand."

You don't start from scratch, and you finish faster with less fluff and BS. Add final touches by hand as needed.

3. Make sense of new tech and products

You don't want a sales pitch or a white paper. You want to know what this new thing means to **you**, in your role, for your company. Ask AI to explain it on your level with no BS. Leverage its broad knowledge, from marketing to science.

Paste in: news article, pitch, product brief, text from a website, doc, copied page, etc.

Ask: "Summarize this in simple terms for a COO in the banking industry. How does it impact me now vs later?"

Ask: "What is this and why would I care as the owner of a company in [industry/service]?"

Ask: "What does this new product change for a company like mine? We are currently using [existing product]."

Ask: "What does this actually do, and what parts are just buzzwords?"

Gain an understanding at whatever level you need; as an expert in the field or completely clueless. No fluff, no judgment.

4. Use it like a business confidant

Run ideas by it. Talk through how to position something. Gut-check if you're in the right ballpark or if a small shift would make it land way better. It's better than asking someone who doesn't get the lingo or isn't at your level.

Paste in: your plan, pitch, draft, strategy, or announcement.

Ask: "Is this in the right ballpark or does it need a sharper hook?"

Ask: "How should I position this so it lands well but doesn't cause panic?"

Ask: "Where is this weak or confusing and how do I fix that with minimal changes?"

Ask: "How would I pitch this to get buy-in without dragging it out?"

It's like running things by someone sharp who never needs more than a few lines of context to be helpful.

One more thing: How to spot AI garbage

If the writing is packed with dashes, sounds too polished, or feels fake, it's AI garbage. Call it out and it will change.

"Kill the dashes. Kill the AI tone. Make it sound like something a real human would say." And when AI gets it wrong, push back more. Say 'use my words' or 'keep my tone', and make it fix the BS.

Want to train your team to move faster and miss less?

I work with individuals and teams to use AI without BS. Real strategies, real prompts, real outputs, real results.

Book a 1-hour session and get more free AI guides at  BigTent.ai

July 28, 2025 - James Davis