



# Organize Your Work with AI

No fluff. Just real ways to work smarter, faster, better.

## You don't need to be an AI expert to get value fast

If you are a product manager or product owner, you are juggling a thousand inputs a day, including meetings, messages, backlogs, and documents. AI can help make sense of all of it without learning fancy prompts or buying new tools.

These are things you can do right now. You don't need extensive training. You just need something to paste in.

## Four things you can do with AI right now

### 1. Summarize the long stuff fast

If you just need the highlights, ask AI to summarize it. You will get the core takeaways, open questions, and action items in seconds. It is the fastest way to get caught up, but don't trust it to understand every nuance or small detail.

Paste the email chain, meeting notes, news article, or document.

Ask: "Summarize this in a few short paragraphs."

Ask: "Summarize this in 5 bullet points."

Ask: "What questions still need to get answered?"

Ask: "What does this mean to me as a \_\_\_\_ working in the \_\_\_\_ industry? (or your context)"

Good for email threads, meeting notes, or long articles you don't want to read in detail.

### 2. Turn messy notes into clean notes, tasks, or emails

Add your notes, rough bullet points, scattered ideas, and anything else for context like a slide deck or PDF. AI does the tedious work to turn unstructured text and incoherent scribbles into structured notes, tasks, or emails.

Paste your raw notes and anything else you want the AI to know for context.

Ask: "Clean up my notes but keep my tone and phrasing."

Ask: "Convert my meeting notes and slides into a short email to the [person's role] to keep them up-to-date."

Ask: "Create a task list for developers and a separate one for the QA team."

Focus on the high level content and let AI do the presentation and fill in the gaps.

### 3. Find the unclear or broken user stories

Paste your backlog and ask what is unclear or missing. AI will point out stories that are vague, too broad, or lacking details you forgot to include. Use it to quickly weed out what needs more work, and what specifically needs to be addressed.

Paste three to five user stories with or without requirements.

Ask: "Which of these are vague or poorly written? Please rewrite anything needed."

Ask: "What user story requirements are confusing or are probably missing? Don't be nitpicky."

Ask: "Rewrite this user story, it should match the tone and style of the others."

It works like a second set of eyes on your stories with no judgment, just help.

### 4. Rewrite your writing so it lands better

Whether it is an email, update, or internal document, AI helps you rewrite for clarity, tone, and delivery. Ask it to make your writing stronger, more direct, or just sound the way you want it to sound.

Paste your draft.

Ask: "Rewrite this to be more clear, concise, and confident."

Ask: "Did I make any basic spelling or grammar mistakes? Is anything worded badly?"

This is not just about grammar. It is about making sure what you say gets understood the way you meant it.

## This is not magic. It is leverage.

AI will not do your job for you, but it will clean up some of the messy parts. It helps you move faster, communicate more effectively, and see what you missed.

Use it like a calculator, but for language and tasks. You still decide what is right. But you will spend less time starting from scratch, cleaning things up, or trying to figure out what just happened in a long email chain.

### 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](https://BigTent.ai)

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