

Learn AI tools
Visually.
Apply AI
Every Day!

The Nation Collective
Build The Life You Deserve

20 Powerful
AI Tools
100 Visual
Learning Pages

AI360

Master 20 AI Tools
in One Visual Guide



ChatGPT



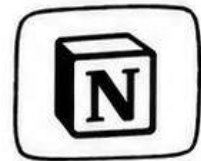
Gemini



Claude



Perplexity



Notion AI



Canva AI



Gamma



Midjourney



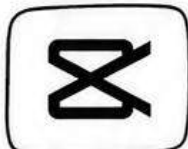
Leonardo AI



Adobe Firefly



Runway



CapCut AI



ElevenLabs



HeyGen



Grammarly



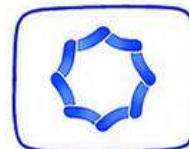
Otter AI



Zapier



Microsoft Copilot



Synthesia



NotebookLM



One Guide.
20 AI Tools.
Unlimited Possibilities.



Tool 1

ChatGPT

1. Create a Daily Schedule
in 5 Minutes

Use AI to plan your day smartly, save time and stay productive. ★

BIG IDEA

Let ChatGPT create a personalized daily schedule based on your goals, tasks and priorities in just a few minutes.



WHY THIS MATTERS

- ✓ Saves you planning time
- ✓ Keeps you focused on what matters
- ✓ Improves productivity
- ✓ Reduces stress
- ✓ Helps you achieve more every day ★

AI INSIGHT

A good schedule is not about filling every hour, it's about aligning your time with your goals and energy.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Give clear information about your tasks.
- ✓ Mention your goals and priorities.
- ✓ Include fixed commitments.
- ✓ Ask for a realistic and balanced plan.
- ✓ Review and adjust your schedule daily. ★

AVOID THIS ✗

- ✗ Giving vague or no details about your tasks.
- ✗ Ignoring your priorities.
- ✗ Making an overpacked schedule.
- ✗ Not leaving time for breaks.



A perfect plan is better than a perfect day!

COPY-PASTE PROMPT

"Create a daily schedule for me based on the following details:

- My top priorities: [Add]
- Important tasks: [Add]
- Fixed commitments: [Add]
- Preferred work hours: [Add]
- Break preferences: [Add]

Make it practical, realistic and time-blocked."



REAL-LIFE EXAMPLE



Rohan is a student. He has classes, assignments, gym and reading goals.

He used ChatGPT to create his daily schedule.

Now he finishes his work on time and still gets time for himself!

TODAY'S CHALLENGE



Open ChatGPT right now and create your daily schedule for tomorrow.

Take control of your time! ★

KEY TAKEAWAY



A clear daily schedule brings clarity, focus and freedom.
Plan your day with AI, live your best life on purpose!



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Communicate clearly.
Make an impact.
Save time.

Tool 1

ChatGPT



2. Write Professional Emails Instantly



Use AI to write clear, polite and impactful emails in seconds. ★

BIG IDEA

Let ChatGPT craft professional, well-structured emails for any situation—so you can communicate with confidence and save hours every week.



WHY THIS MATTERS

- ✓ Saves you time and effort
- ✓ Ensures clear and professional tone
- ✓ Reduces mistakes
- ✓ Helps build strong relationships
- ✓ Improves your professional image

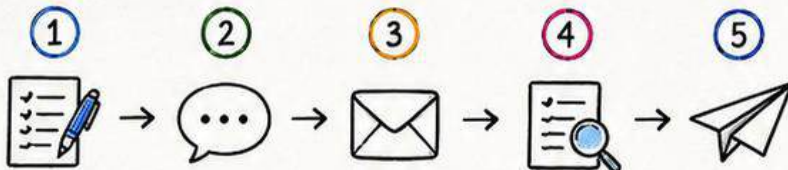


AI INSIGHT

Good emails aren't just about words, they're about clarity, purpose and value for the reader.



STEP-BY-STEP FRAMEWORK



1 Tell ChatGPT

Share the context, purpose and key points.

2 Provide Details

Add recipient, tone, length and any important info.

3 Get Your Email

ChatGPT writes a professional draft instantly.

4 Review & Refine

Make changes to improve clarity or tone.

5 Send with Confidence

Your email is ready to send and make an impact!

DO THIS

- ✓ Clearly state the purpose of the email.
- ✓ Include all important details.
- ✓ Keep the tone professional and polite.
- ✓ Make it easy to read and understand.
- ✓ End with a clear next step or CTA.



AVOID THIS



- ✗ Being too vague
- ✗ Writing long and messy emails
- ✗ Using the wrong tone
- ✗ Forgetting key details
- ✗ Not proofreading



A unclear email creates confusion and delays!

COPY-PASTE PROMPT

"Write a professional email for the following:

- Purpose: [Add]
- Recipient: [Add]
- Tone: [Formal / Friendly / Neutral]
- Key Points: [Add]
- Call to Action: [Add]
- Length: [Short / Medium / Long]

Make it clear, polite and impactful."



REAL-LIFE EXAMPLE



Situation:

You need to request a project update from your team member.

ChatGPT creates a clear, polite and professional email that gets a quick response.

Result:

You save time and the work keeps moving forward!

TODAY'S CHALLENGE



Pick one email you need to send today. Use ChatGPT to write it instantly!

Send it with confidence!



KEY TAKEAWAY



Better emails = Better communication = Better results.

Let AI handle the draft, so you can focus on what matters most!



AI360

Tool 1

ChatGPT



The Nation Collective
Build The Life You Deserve

Smart learning
beats hard learning!

3. Learn Any Skill Faster



Use AI as your
personal tutor
and learn any
skill faster.

BIG IDEA

ChatGPT can break down any skill into simple steps, explain concepts clearly, give examples, practice questions and create personalized study plans just for you.



WHY THIS MATTERS

- ✓ Learn faster with a clear path
- ✓ Get simple explanations
- ✓ Practice with examples
- ✓ Track your progress
- ✓ Stay consistent and motivated

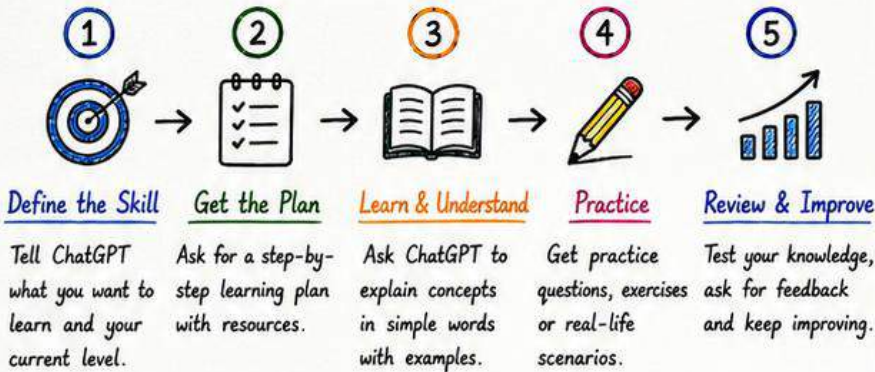


AI INSIGHT

You don't need more time,
you need the right guidance
and the right resources.
AI gives you both,
anytime, anywhere.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Be clear about what you want to learn.
- ✓ Ask for a learning roadmap.
- ✓ Study a little every day.
- ✓ Practice regularly.
- ✓ Teach or explain it to someone else.



AVOID THIS



- ✗ Jumping between too many topics.
- ✗ Not practicing enough.
- ✗ Just reading, not applying.
- ✗ Skipping the basics.
- ✗ Expecting overnight results.



Consistency
is the secret
superpower!

COPY-PASTE PROMPT

"I want to learn [SKILL].
I am a beginner. Create a
step-by-step learning plan
for me with:

- Key concepts
- Resources (free if possible)
- Practice exercises
- Real-life applications

Also, explain the first concept
in simple words with an
example."



REAL-LIFE EXAMPLE

Skill: Excel (Beginner)
ChatGPT gave a 4-week plan
with topics, YouTube videos,
practice files and exercises.
Rohit followed it for
30 minutes daily.
After 4 weeks, he could
create formulas, charts
and dashboards with
confidence!



TODAY'S CHALLENGE



Pick one skill
you want to learn
and ask ChatGPT
for your learning
plan right now!

Start today and
future you will
thank you!



KEY TAKEAWAY



AI won't learn for you, but it will teach you better,
guide you smarter and help you become unstoppable!



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Great content
attracts. Consistent
content grows!

Tool 1
ChatGPT

4. Generate Social Media Content

Use AI to create
engaging posts
that connect,
attract and grow
your audience. ★

BIG IDEA

ChatGPT helps you create high-quality, engaging and platform-specific content in seconds — saving you time and boosting your online presence.



WHY THIS MATTERS

- ✓ Saves hours of content creation
- ✓ Keeps your audience engaged
- ✓ Maintains a consistent posting schedule
- ✓ Helps you grow faster
- ✓ Works for any niche

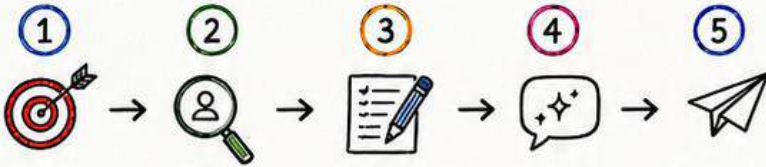


AI INSIGHT

AI understands what works — captions, hooks, formats and trends. You just guide it with your niche, audience and goal. The result? Content that connects and converts.



STEP-BY-STEP FRAMEWORK



Define Goal

Decide the purpose of your post (educate, inspire, promote, engage).

Know Audience

Identify your audience and the platform you're posting on.

Give Prompt

Tell ChatGPT what type of content you need.

Review & Refine

Tweak the tone, length and style to match your brand.

Post & Engage

Publish your content and interact with your audience.

DO THIS

- ✓ Use clear, specific prompts.
- ✓ Add your niche and audience details.
- ✓ Ask for different variations.
- ✓ Use trending topics and hashtags.
- ✓ Repurpose one idea into multiple posts.
- ✓ Review, edit and add your personal touch.



AVOID THIS



- ✗ Posting random, off-topic content.
- ✗ Copying AI content without editing.
- ✗ Ignoring your audience's interests.
- ✗ Over-posting and spamming.
- ✗ Using long, boring captions.



Bad content
pushes people
away!

COPY-PASTE PROMPT

"Act as a social media expert. Create a [Platform] post for [Niche] audience.
• Topic: [Enter Topic]
• Goal: [Inform / Inspire / Promote / Engage]
• Tone: [Friendly / Professional / Funny / Motivational]
• Length: [Short / Medium / Long]
• Include: Hook, Main Content, Call-to-Action, Hashtags

Give me 3 variations."



REAL-LIFE EXAMPLE

Niche: Fitness Coach

Goal: Inspire

Platform: Instagram

ChatGPT Prompt →
"Write an inspiring Instagram post for fitness enthusiasts about staying consistent. Include a strong hook, main message and call-to-action."

AI Output Example →

"Consistency today,
strength tomorrow."
Show up for yourself
every day!

#Fitness #Motivation #NoExcuses"



TODAY'S CHALLENGE



Create 3 social media posts using ChatGPT for your niche and schedule them this week!

Consistency today,
growth tomorrow!



KEY TAKEAWAY



Great social media content is not about luck, it's about strategy.
Use AI to create better content, faster — and grow your impact!



AI360

Tool 1

ChatGPT



The Nation Collective
Build The Life You Deserve

Grow every day.
Be a better you,
for your future you!

5. Create a Personal Growth Plan



Use AI to design a personal growth plan that fits your goals, lifestyle and values.



BIG IDEA

ChatGPT helps you create a clear, realistic and actionable personal growth plan that improves your mindset, habits, skills and overall life step-by-step.



WHY THIS MATTERS

- ✓ Gives you clarity and direction
- ✓ Helps you build better habits
- ✓ Track progress and stay consistent
- ✓ Keeps you motivated
- ✓ Creates a better version of yourself



AI INSIGHT

AI acts like your personal coach — it helps you reflect, set goals, avoid distractions and create a plan you can actually follow.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Be honest with yourself.
- ✓ Write down your top priorities.
- ✓ Follow a daily or weekly routine.
- ✓ Focus on small, consistent actions.
- ✓ Review and adjust your plan weekly.



AVOID THIS



- ✗ Setting unrealistic goals.
- ✗ Trying to change everything at once.
- ✗ Skipping your habits.
- ✗ Comparing yourself with others.
- ✗ Quitting too early.



Progress is better than perfection!

COPY-PASTE PROMPT

"Create a personalized personal growth plan for me. Include:

- Life goals
- Habits to build
- Skills to learn
- Daily and weekly routines
- Steps to improve mindset
- Ways to track progress

Make it practical, realistic and easy to follow."



REAL-LIFE EXAMPLE

Example: Riya wanted to be more productive, confident and healthy.

- Goal: Build discipline
- Habit: Wake up early, read, exercise
- Skill: Communication
- Routine: Plan day, focus blocks, reflection
- Result: More energy, better focus, less stress



TODAY'S CHALLENGE



Ask ChatGPT to create your personal growth plan today. Take the first step and start your journey!

Your future self is cheering for you!



KEY TAKEAWAY



A personal growth plan gives you direction, habits give you momentum and consistency creates transformation.



AI360

Tool 2

Gemini

The Nation Collective
Build The Life You Deserve

Smart research
better answers,
better decisions!

6. Research Any Topic Like an Expert

Use Gemini to
research any topic
deeply, properly
and like an expert.

BIG IDEA

Gemini helps you find accurate information, compare sources, understand complex topics and get clear summaries – all in one place. Research faster, smarter and deeper.



WHY THIS MATTERS

- ✓ Saves hours of searching
- ✓ Gives reliable and latest information
- ✓ Helps you understand any topic in depth
- ✓ Perfect for study, work or personal growth



GEMINI INSIGHT

The best research comes from asking the right questions. Gemini not only finds information but also explains, compares and gives you a complete picture.



STEP-BY-STEP FRAMEWORK



1 Define Your Topic

Be specific about what you want to research.

2 Ask Gemini

Ask the right questions and give context.

3 Explore & Compare

Get different angles, examples, data and source suggestions.

4 Analyze & Summarize

Summarize key points and find what matters most.

5 Save & Apply

Save your research and use it in your work or study.

DO THIS

- ✓ Be clear and specific in your questions.
- ✓ Ask for examples, stats and latest data.
- ✓ Compare different viewpoints.
- ✓ Ask for pros, cons and best practices.
- ✓ Note down sources for credibility.



AVOID THIS

- ✗ Asking vague questions
- ✗ Relying on one answer only
- ✗ Ignoring sources and facts
- ✗ Not verifying important information
- ✗ Copying without understanding



Good research
is verified
research!

COPY-PASTE PROMPT

"I want to research [TOPIC] in detail. Please provide:

- An overview
- Key points
- Latest trends and statistics
- Pros and cons
- Real-life examples
- Reliable sources to read more

Make it easy to understand and well-structured."



REAL-LIFE EXAMPLE

Topic: Benefits of Meditation
Gemini provides:

- Mental and physical benefits
- Scientific studies and stats
- Different types of meditation
- How to start (step-by-step)
- Common mistakes to avoid
- Trusted sources

Now you have everything you need to understand and write like an expert!



TODAY'S CHALLENGE



Pick any topic you want to know more about. Use Gemini to research it deeply and create your own summary!

One good research can change your perspective!



KEY TAKEAWAY



Research is not about finding information, it's about finding the right information and understanding it deeply.



AI360

Tool 2

Gemini

The Nation Collective
Build The Life You Deserve

Long articles
made short,
simple and useful!

7. Summarize Long Articles

Use Gemini to
summarize long
articles in seconds
and grasp the
key points.

BIG IDEA

Gemini reads and understands long articles, then gives you a clear, concise summary with key points, insights and takeaways — saving you time and effort.



WHY THIS MATTERS

- ✓ Saves hours of reading time
- ✓ Helps you get the main points fast
- ✓ Improves learning and retention
- ✓ Great for research, study and work
- ✓ Helps you make better decisions with clear insights



GEMINI INSIGHT

Gemini doesn't just shorten the article — it understands it. It pulls out the key ideas, important facts and main takeaways in a way that's easy to read and act on.



STEP-BY-STEP FRAMEWORK



1. Get the Article

Copy the link or text of the long article you want to summarize.

2. Open Gemini

Go to gemini.google.com and start a new chat.

3. Paste & Ask

Paste the article link or text and give a clear prompt.

4. Review Summary

Read the summary, key points and insights provided.

5. Save & Use

Save important information and apply it to your work or study.

DO THIS

- ✓ Use clear prompts.
- ✓ Choose the summary length you need.
- ✓ Ask for key points or bullet points.
- ✓ Request examples or explanations if needed.
- ✓ Verify important facts if required.



AVOID THIS

- ✗ Reading everything word by word
- ✗ Using vague or unclear prompts
- ✗ Relying only on the summary for critical decisions
- ✗ Ignoring important details
- ✗ Not fact-checking when needed



A quick summary is great, but understanding it is better!

COPY-PASTE PROMPT

"Please summarize this article in a clear and concise way.

Give me:

- A short summary (in 3-4 lines)
- Key points in bullets
- Main insights
- Any important data or stats
- Conclusion or takeaway"

(Paste article link or text here)



REAL-LIFE EXAMPLE

Article: "The Future of Remote Work"

Gemini Summary:

- Remote work improves productivity and work-life balance.
- Companies save costs on office space and operations.
- Challenges include isolation, communication and distractions.
- Hybrid models are the future.
- Success depends on trust, tools and clear communication.

Result: You understand the whole article in 30 seconds!



TODAY'S CHALLENGE



Pick one long article you've been meaning to read.

Use Gemini to summarize it and write down the 3 most important takeaways!



KEY TAKEAWAY



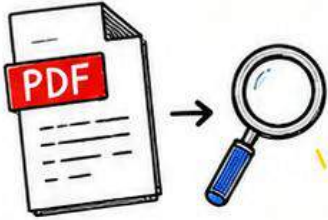
You don't need more time to learn — you need better tools to learn smart. Gemini turns long reads into clear, actionable knowledge.



AI360

Tool 2

Gemini



The Nation Collective
Build The Life You Deserve

Long documents,
clear insights,
instantly!

8. Analyze PDFs Quickly

Use Gemini to
analyze PDFs and
get summaries,
insights, answers
and action points. ★

BIG IDEA

Gemini understands your PDFs and helps you extract the most important information — fast. No more reading everything line by line. Get to the point in minutes!



WHY THIS MATTERS

- ✓ Saves hours of reading time
- ✓ Quickly understand key points
- ✓ Find answers without scrolling through pages
- ✓ Great for work, study and research
- ✓ Helps in faster decision-making



GEMINI INSIGHT

Gemini doesn't just read PDFs — it understands them. It can summarize, explain, compare, list pros and cons, find data, create tables and give you exactly what you need.



STEP-BY-STEP FRAMEWORK

DO THIS



1. Upload PDF

Upload your PDF in Gemini (gemini.google.com).

2. Ask Clearly

Ask a clear question or tell Gemini what you need.

3. Analyze

Gemini reads and analyzes the content instantly.

4. Get Insights

Receive summary, key points, answers, tables and more.

5. Save & Use

Copy, save or export the results and use them.

- ✓ Ask specific questions.
- ✓ Request summaries or key points.
- ✓ Ask for tables, lists or comparisons.
- ✓ Use it for reports, research and study.
- ✓ Verify important data if needed.



AVOID THIS

- ✗ Uploading huge PDFs without a clear goal.
- ✗ Asking vague or unclear questions.
- ✗ Copying results without understanding.
- ✗ Ignoring important details or context.



Clear questions
give clear
answers!

COPY-PASTE PROMPT

"Please analyze this PDF and provide:

- A brief summary
- Key points
- Important data or statistics
- Pros and cons (if any)
- Actionable insights"

(Upload your PDF)



REAL-LIFE EXAMPLE

PDF: "Marketing Strategy Report 2024"

Gemini Output:

- Executive Summary
- Key Findings
- SWOT Analysis
- Top Recommendations
- Action Plan

Result: You understand the complete report in 5 minutes instead of 1 hour!



TODAY'S CHALLENGE



Upload any PDF you've been putting off. Ask Gemini to summarize it and write down the top 5 insights!



KEY TAKEAWAY



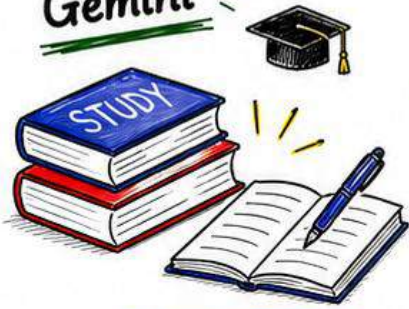
Gemini turns long PDFs into clear, actionable insights — helping you save time, learn faster and make better decisions.



AI360

Tool 2

Gemini



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9. Prepare for Exams Smarter

Study smart,
not just hard.
Score better with
the power of AI!

Use Gemini to
study better,
understand deeper
and remember
longer.

BIG IDEA

Gemini is your personal study coach. It simplifies complex topics, creates study materials, quizzes you and helps you revise effectively — so you can perform your best in every exam.



WHY THIS MATTERS

- ✓ Makes tough topics easy to understand
- ✓ Saves time with summaries and key points
- ✓ Creates custom study materials and practice questions
- ✓ Improves retention and recall
- ✓ Builds confidence for exams



GEMINI INSIGHT

Gemini doesn't just give you answers — it explains concepts in simple ways, breaks down topics, tests your knowledge and helps you focus on what truly matters for your exam.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Break topics into smaller parts.
- ✓ Ask for examples and easy explanations.
- ✓ Use Gemini to create flashcards.
- ✓ Solve practice questions daily.
- ✓ Review and revise regularly.
- ✓ Focus more on weak topics.



AVOID THIS

- ✗ Just reading without understanding.
- ✗ Memorizing without practicing.
- ✗ Ignoring weak topics.
- ✗ Last-minute cramming.
- ✗ Relying only on one study source.



Smart study
beats hard
cramming!

COPY-PASTE PROMPT

"I have an exam on [TOPIC].
Please provide:

- A concise summary
- Key concepts in bullet points
- Important formulas / facts
- 10 practice questions with answers
- Tips to remember important points"

(Adjust the topic as needed)



REAL-LIFE EXAMPLE

Student: Ananya has a test on "Photosynthesis" tomorrow.

Gemini helps her:

- Understand the process in simple steps
- Get a one-page summary
- Practice 10 MCQs
- Create a mind map
- Revise key points quickly

Result: Ananya studies in 1 hour and scores 92%!



TODAY'S CHALLENGE



Pick one topic you find tough. Ask Gemini to explain it simply, create a quiz and study for 30 minutes today!

Small steps today,
big results tomorrow!



KEY TAKEAWAY



With Gemini, you study smarter, understand better and remember longer — giving you the edge in every exam!



AI360

Tool 2

Gemini



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10. Generate Business Ideas

Great ideas start with curiosity, turn into impact, and build freedom!

Use Gemini to spark unique, practical and profitable business ideas — tailored to your goals.

BIG IDEA

Gemini helps you brainstorm high-potential business ideas based on real opportunities, your skills, market needs and emerging trends — saving you time and increasing your chances of success.



WHY THIS MATTERS

- ✓ Sparks creative and unique ideas
- ✓ Identifies real market problems
- ✓ Matches ideas to your strengths
- ✓ Saves research and validation time
- ✓ Helps you choose ideas with the highest potential



GEMINI INSIGHT

Gemini doesn't just list ideas — it analyzes trends, gaps, and opportunities to give you ideas that are innovative, relevant and actionable.



STEP-BY-STEP FRAMEWORK

1



Define Your Focus

Choose your interests, skills, target market and goals.

2



Find Opportunities

Look for problems, gaps, trends and customer needs.

3



Generate Ideas

Ask Gemini for a list of unique business ideas.

4



Evaluate & Shortlist

Analyze ideas for profit potential, market demand and feasibility.

5



Validate & Launch

Test your idea small, get feedback and scale.

DO THIS

- ✓ Be specific about your interests and goals.
- ✓ Ask Gemini for multiple ideas and angles.
- ✓ Evaluate market size and competition.
- ✓ Think about monetization and scalability.
- ✓ Start small, test fast, and iterate.



AVOID THIS

- ✗ Choosing ideas just based on trends.
- ✗ Ignoring your passion or strengths.
- ✗ Not researching your market.
- ✗ Overcomplicating before validating.



Validate before you invest big!

COPY-PASTE PROMPT

"Give me 10 unique business ideas in the [your industry/interest] space that solve real problems and have good profit potential.

For each idea, provide:

- Problem it solves
- Target audience
- How it makes money
- Why it has potential
- First steps to start."



REAL-LIFE EXAMPLE

Interest: Healthy eating for busy professionals

Gemini Ideas (Example):

1. Personalized meal prep subscription
2. AI nutrition coach app
3. Healthy snack vending kiosks
4. 20-minute healthy recipe platform
5. Corporate wellness lunch service

Result: Pick #1, test with 20 customers, get feedback, improve and scale!



TODAY'S CHALLENGE



Use Gemini to generate 10 business ideas today. Pick your top 2 favorites and take one small step toward validating them!



KEY TAKEAWAY



The best business ideas solve real problems, create real value and align with your strengths and goals. Use Gemini to find them faster and build a business that gives you freedom and impact.



AI360

Tool 3.

Claude



The Nation Collective
Build The Life You Deserve

11. Write Long Articles Effortlessly

From idea to
polished article —
faster, easier
and better!

Use Claude to plan,
research, write and
refine long articles
that inform, engage
and inspire.

BIG IDEA

Claude helps you write long, well-structured, high-quality articles from scratch. It handles research, outlines, drafts, edits and SEO — so you can focus on sharing value, not struggling with the blank page.



WHY THIS MATTERS

- ✓ Saves hours of writing and editing
- ✓ Creates clear, well-structured content
- ✓ Improves flow, tone and readability
- ✓ Helps you research and add depth
- ✓ Boosts SEO and audience engagement
- ✓ Lets you publish more, consistently

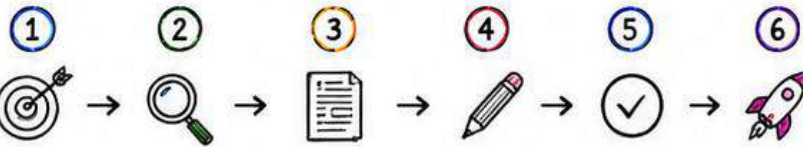


CLAUDE INSIGHT

Claude doesn't just write — it thinks with you. It understands context, builds structure, expands ideas and refines your message to make your article the best it can be.



STEP-BY-STEP FRAMEWORK



Define & Plan

Choose your topic, goal and audience. Define the key angle or message.

Research

Ask Claude to gather key facts, stats, examples and references.

Outline

Get a detailed article outline with headings and key points.

Write Draft

Generate a complete first draft section by section or all at once.

Refine & Improve

Edit for clarity, flow, tone, SEO, and add transitions and examples.

Polish & Publish

Fact-check, add images/links and format for your platform. Publish!

DO THIS

- ✓ Give Claude a clear goal and audience.
- ✓ Ask for an outline before writing.
- ✓ Request depth, examples and data.
- ✓ Ask for a compelling intro and conclusion.
- ✓ Use Claude to tighten, expand or reword.
- ✓ Optimize for SEO and readability.
- ✓ Review, fact-check and add your voice.



AVOID THIS

- ✗ Writing without a plan
- ✗ Too many vague prompts
- ✗ Ignoring your audience
- ✗ Skipping edits and fact-checks
- ✗ Publishing without optimizing



Plan well,
review always,
publish proud!

COPY-PASTE PROMPT

"I want you to write a long, in-depth article.

Topic: [TOPIC]

Audience: [AUDIENCE]

Goal: [GOAL]

Include:

- Engaging introduction
- Detailed sections with examples and data
- Practical takeaways
- Conclusion
- SEO title and meta description
- FAQs (5)

Use a clear, conversational and engaging tone."



REAL-LIFE EXAMPLE

Topic: The Future of Remote Work

Outline:

1. Introduction
2. Why Remote Work Is Here to Stay
3. Benefits for Employees
4. Benefits for Companies
5. Challenges and How to Overcome
6. Best Practices for Success
7. Tools and Resources
8. The Road Ahead
9. Conclusion + Key Takeaways

Result: A 2000+ word article that informs, engages and ranks!



TODAY'S CHALLENGE



Pick a topic you care about. Ask Claude to write a full article using the framework. Edit, optimize and publish it today!

One article can educate, inspire and open doors!



KEY TAKEAWAY



With Claude, you can go from idea to impactful article — faster, easier and with higher quality. Plan smart, write better and share your knowledge with the world!



AI360

Tool 3.

Claude

The Nation Collective

Build The Life You Deserve

Turn complex reports into clear insights and better decisions!

12. Analyze Business Reports

Use Claude to quickly analyze business reports, extract key insights and help you make data-driven decisions.

BIG IDEA

Claude helps you understand complex business reports — financial, market, operational and more — by breaking down data, identifying trends and highlighting what matters most, so you can act with confidence.



WHY THIS MATTERS

- ✓ Saves hours of reading and analysis
- ✓ Extracts key insights and metrics
- ✓ Identifies trends, risks and opportunities
- ✓ Helps compare performance across periods or competitors
- ✓ Supports better, faster decisions
- ✓ Transforms data into action

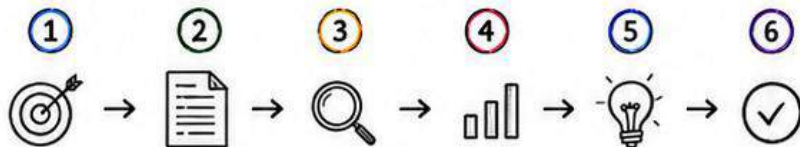


CLAUDE INSIGHT

Claude doesn't just read reports — it understands the context, connects the dots and explains what matters. It highlights implications, answers your questions and helps you focus on the insights that drive real impact.



STEP-BY-STEP FRAMEWORK



Define Objective

Clarify what you want to learn or decide from the report.

Provide Report

Upload or share the report and any relevant background information.

Extract Key Info

Claude pulls key metrics, data points and main highlights.

Analyze Deeply

Identify trends, patterns, risks, opportunities and root causes.

Summarize Insights

Get a clear summary of findings with implications and recommendations.

Take Action

Use insights to make decisions, create plans and track results.

DO THIS

- ✓ Ask Claude for a summary first.
- ✓ Request key metrics in a table.
- ✓ Compare periods, regions or competitors.
- ✓ Ask for trends, risks and opportunities.
- ✓ Request recommendations and next steps.
- ✓ Use follow-up questions to go deeper.



AVOID THIS

- ✗ Reading the whole report first
- ✗ Focusing on minor details
- ✗ Ignoring the objective
- ✗ Not validating important numbers or assumptions
- ✗ Making decisions without understanding context



Focus on what moves the needle, not the noise!

COPY-PASTE PROMPT

"Please analyze this business report and provide:

1. Executive summary (in 5 bullets)
2. Key metrics in a table
3. Major trends and insights
4. Risks and opportunities
5. Recommendations and next steps
6. Any charts or comparisons that help explain the story."



REAL-LIFE EXAMPLE

Report: Q1 Sales Performance Report

Claude Output:

- Executive summary
- Sales by region (table)
- YoY growth trends (chart)
- Underperforming segments
- Key risks (supply chain, churn)
- Opportunities (new markets, product mix)
- Recommended actions
- Next steps and KPIs to track



TODAY'S CHALLENGE



Pick a business report you've been meaning to analyze. Use Claude to extract the key insights and write 3 actions you can take from it today!



KEY TAKEAWAY



With Claude, you can turn complex business reports into clear insights and confident actions — saving time, reducing noise and driving better results.



AI360

Tool 3.

Claude



The Nation Collective
Build The Life You Deserve

13. Summarize Books in Minutes

Big ideas.
Key lessons.
No fluff.
More growth!

Use Claude to turn any book into clear summaries, key lessons and practical takeaways.

BIG IDEA

Claude helps you extract the essence of any book — main ideas, key lessons, frameworks and examples — so you can learn faster, retain more and apply what matters most without reading every page.



WHY THIS MATTERS

- ✓ Saves hours of reading time
- ✓ Helps you learn key ideas quickly
- ✓ Improves understanding and retention
- ✓ Makes it easy to review and share
- ✓ Helps you find ideas you can apply in real life

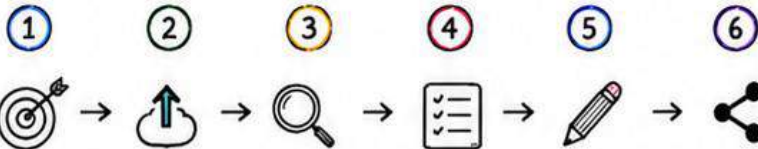


CLAUDE INSIGHT

Claude doesn't just summarize — it understands the book. It identifies the core message, breaks down concepts, connects ideas and gives you practical lessons you can use.



STEP-BY-STEP FRAMEWORK



Choose the Book

Pick a book you want to learn from.

Provide the Input

Upload the book, paste text or share details (title + author).

Ask Claude

Request a summary, key lessons, frameworks and takeaways.

Review & Understand

Go through the summary, ask questions and deepen your understanding.

Apply the Lessons

Note how you can apply the ideas in your life or work.

Save & Share

Save your summary or share the insights with others.

DO THIS

- ✓ Ask for a short summary first.
- ✓ Request key lessons or takeaways.
- ✓ Ask for frameworks, models or examples.
- ✓ Request practical applications.
- ✓ Ask for chapter-by-chapter summary (if needed).
- ✓ Use follow-up questions to go deeper.



AVOID THIS

- ✗ Reading every page when you just need the core ideas.
- ✗ Accepting the first summary without asking questions.
- ✗ Ignoring practical applications.
- ✗ Forgetting to review and reflect.



Focus on what matters most!

COPY-PASTE PROMPT

"Please summarize the book [Book Title] by [Author].

Provide:

1. A short summary (in 5 bullets)
2. Key lessons and takeaways
3. Main frameworks or models
4. Practical applications
5. A quote or key insight that stands out"



REAL-LIFE EXAMPLE

Book: Atomic Habits by James Clear

Claude Output:

- Short summary
- 6 key lessons
- Habit loop model
- How to apply in daily life
- Key quote: "You do not rise to the level of your goals. You fall to the level of your systems."



TODAY'S CHALLENGE



Pick a book from your list. Use Claude to summarize it and write down 3 key lessons you can apply this week!



KEY TAKEAWAY



With Claude, you can learn more in less time. Summarize books, apply the lessons and grow every day!



AI360

Tool 3.

Claude

The Nation Collective
Build The Life You Deserve

Big ideas
don't have to be
complicated.
Clarity = Power!

14. Understand Complex Concepts

Use Claude to break
down complex topics,
explain simply, and
help you truly
understand — not
just memorize.

BIG IDEA

Claude helps you make sense of complex topics by breaking them down into simple explanations, step-by-step guidance, real-life examples and analogies — so you can understand deeply and remember longer.

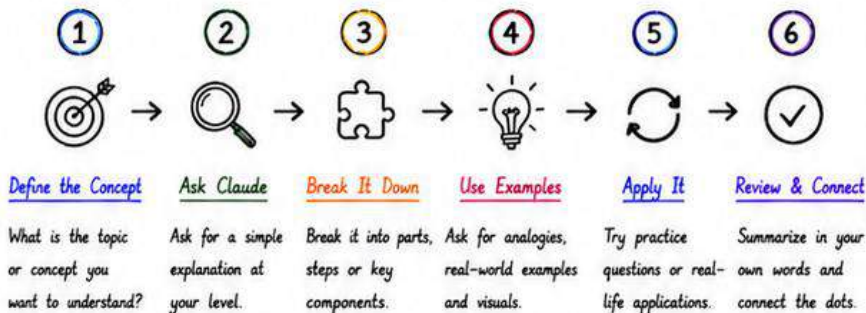
WHY THIS MATTERS

- ✓ Makes hard topics easy to grasp
- ✓ Builds strong conceptual foundations
- ✓ Helps you see the big picture and the details
- ✓ Improves problem-solving and critical thinking
- ✓ Boosts confidence in any subject

CLAUDE INSIGHT

Claude doesn't just give answers — it explains the why, how and what it means.
It adapts to your level, uses clear examples and helps you connect new ideas to what you already know.

STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Tell Claude your current understanding and learning goals.
- ✓ Ask: "Explain this like I'm 12."
- ✓ Request step-by-step explanations.
- ✓ Ask for examples, analogies or mind maps.
- ✓ Test your understanding with questions.
- ✓ Review and revise until it clicks.

AVOID THIS

- ✗ Jumping into advanced details too soon.
- ✗ Memorizing without understanding.
- ✗ Skipping foundational concepts.
- ✗ Not asking follow-up questions.

Clarity first,
speed later!

COPY-PASTE PROMPT

"I want to understand [TOPIC]. Please explain it in simple terms:

- What is it?
- Why is it important?
- How does it work?
- Give real-life examples.
- Break it down step-by-step.
- Quiz me with 3 questions to test my understanding.
- Give a one-paragraph summary at the end."

REAL-LIFE EXAMPLE

Topic: Compound Interest
Claude Output (Simplified):

- What it is: Earning interest on your interest.
- Why important: Helps money grow faster.
- How it works: Principal earns interest; next period, interest is earned on the new total.
- Example: ₹10,000 at 10% p.a. becomes ₹11,000 in year 1, ₹12,100 in year 2.
- Quiz + Summary provided.

TODAY'S CHALLENGE



Pick one concept you find difficult. Use Claude to break it down, understand it deeply and teach it to someone else!

KEY TAKEAWAY

With Claude, complex becomes clear, confusing becomes simple and learning becomes powerful. Understand deeply, remember longer and apply everywhere!

AI360

Tool 3.

Claude



The Nation Collective
Build The Life You Deserve

15. Create Detailed Business Plans

A great plan
turns ideas into
action and vision
into results!

Use Claude to build
comprehensive, investor-
ready business plans
that guide your growth
and attract funding. ❤️

BIG IDEA

Claude helps you turn your business idea into a clear, well-researched and detailed business plan — covering market analysis, strategy, operations, finances and more — so you can plan, pitch and succeed with confidence.



WHY THIS MATTERS

- ✓ Provides clarity and direction
- ✓ Helps identify opportunities and risks
- ✓ Attracts investors and partners
- ✓ Improves decision-making
- ✓ Saves time with structured frameworks
- ✓ Increases your chance of success



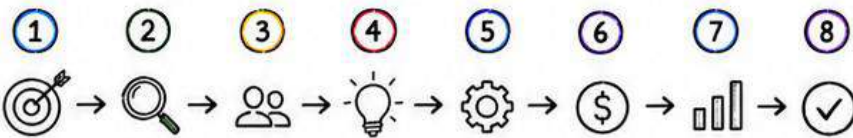
CLAUDE INSIGHT

Claude doesn't just write — it thinks with you.

It asks the right questions, fills in the gaps and builds a plan that's realistic, data-driven and tailored to your goals.



STEP-BY-STEP FRAMEWORK



Executive
Summary

Market
Analysis

Business
Description

Products /
Services

Marketing &
Sales Strategy

Operations
Plan

Financial
Plan

Appendix

A snapshot of
your business,
vision, goals and
key highlights.

Research your
industry, trends,
target market and
competitors.

Explain your
business, value
proposition and
how it solves
problems.

Detail what you
offer, key features
and benefits to
customers.

How you will reach
customers, build
awareness and
drive sales.

Day-to-day
operations, team,
processes and
resources needed.

Revenue model,
projections, costs,
break-even and
funding needs.

Supporting docs,
charts, resumes,
legal and other
attachments.

DO THIS

- ✓ Start with your idea and goals.
- ✓ Ask Claude for a plan outline.
- ✓ Fill in details with Claude's help.
- ✓ Review, refine and validate numbers.
- ✓ Request charts, tables and visuals.
- ✓ Get feedback and improve.
- ✓ Use it to pitch, plan and grow!



AVOID THIS

- ✗ Being too vague or unstructured
- ✗ Ignoring market research
- ✗ Underestimating costs
- ✗ Overestimating revenue
- ✗ Skipping the financial plan
- ✗ Not reviewing and updating your plan



A weak plan
today = big
problems
tomorrow.

COPY-PASTE PROMPT

"Create a detailed business plan for a [type of business] called [Business Name]. Include:

1. Executive Summary
2. Market Analysis
3. Business Description
4. Products/Services
5. Marketing & Sales Strategy
6. Operations Plan
7. Financial Plan (3-year projections)
8. Appendix

Make it realistic, data-driven and investor-ready."



REAL-LIFE EXAMPLE

Business: GreenBite — Healthy Meal Subscription Service

Highlights:

- Target Market: Busy professionals
- Value Proposition: Nutritious, affordable, chef-prepared meals delivered weekly
- Revenue Model: Subscription (Weekly/Monthly Plans)
- 3-Year Projection: Reaches ₹10 Cr revenue by Year 3
- Funding Needed: ₹1.5 Cr for expansion and marketing

Outcome: Used the plan to secure investor funding and launch successfully!



TODAY'S CHALLENGE



Pick your business idea and ask Claude to create your complete business plan today. Review it, refine it and take the first step toward making it real!



KEY TAKEAWAY



A detailed business plan gives you clarity, confidence and a roadmap to success. With Claude, you can plan smarter, attract investors and build a business that grows and lasts!





16. Find Reliable Information Fast

Less searching.
More understanding.

Use Perplexity to find accurate answers, trusted sources, and verified information in minutes instead of spending hours searching.

BIG IDEA

Perplexity combines AI-powered answers with real sources from the web. Instead of opening dozens of websites, you get summarized information along with citations, making research faster, easier, and more reliable.



WHY THIS MATTERS

- ✓ Saves hours of searching
- ✓ Provides source-backed answers
- ✓ Reduces misinformation
- ✓ Helps verify facts quickly
- ✓ Perfect for students, professionals, and researchers



PERPLEXITY INSIGHT

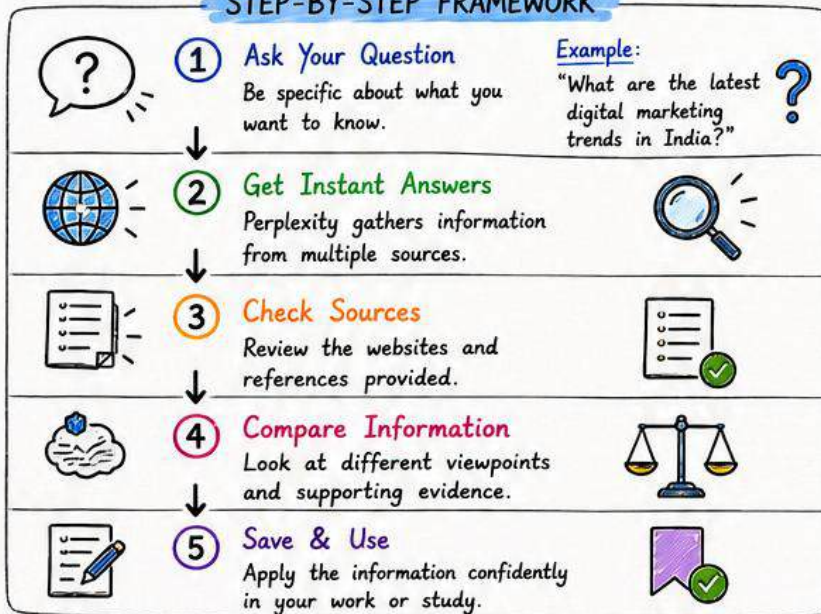
The fastest answer isn't always the best answer.

The best answer is one you can verify.

Perplexity helps you find answers and check the sources behind them.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Ask detailed questions
- ✓ Check the cited sources
- ✓ Compare multiple viewpoints
- ✓ Use follow-up questions
- ✓ Verify important facts before sharing



AVOID THIS

- ✗ Trusting a single source blindly
- ✗ Asking vague questions
- ✗ Ignoring source credibility
- ✗ Sharing information without verification
- ✗ Assuming every online answer is correct

"Trust, but verify."

COPY-PASTE PROMPT

"I need reliable information about [TOPIC]. Please provide:

- A clear explanation
- Different viewpoints
- Key facts
- Common misconceptions
- Latest statistics
- Practical examples
- Trusted sources
- A simple summary

Make the answer easy to understand and source-backed."



REAL-LIFE EXAMPLE

Topic: Remote Work Productivity

Perplexity provides:

- Recent productivity studies
- Expert opinions
- Company reports
- Pros and cons
- Current workplace trends
- Source links for verification

Instead of reading 20 articles, Sarah gets a complete overview in minutes and confidently uses the insights in her presentation.



TODAY'S CHALLENGE



Pick one topic you've always wanted to understand.

Use Perplexity to:

- 1 Ask a detailed question
- 2 Read the answer
- 3 Check the sources
- 4 Write a 5-point summary

One verified fact is worth more than ten assumptions.



KEY TAKEAWAY



Smart people don't just find information—they verify it. Perplexity helps you discover faster, learn deeper, and make better decisions with confidence.



DOODLE IDEAS

- ★ Magnifying glass
- ★ Search bar
- ★ Checkmark shield
- ★ Globe
- ★ Research notes
- ★ Citation icons
- ★ Verification badge





17. Fact-Check Online Content

Don't just believe it.
Verify it!

Use Perplexity to verify claims, check facts and separate truth from misleading or fake content.

BIG IDEA

Perplexity helps you quickly verify claims, statistics and information by searching multiple trusted sources and showing the facts behind the content.



WHY THIS MATTERS

- ✓ Prevents you from being misled
- ✓ Stops the spread of fake news
- ✓ Helps you make informed decisions
- ✓ Builds critical thinking
- ✓ Protects your reputation when sharing content



PERPLEXITY INSIGHT

Anyone can publish anything online. Perplexity helps you verify the truth behind the claim using real, credible sources.



STEP-BY-STEP FRAMEWORK



1 Identify the Claim

Note down exactly what is being claimed.

2 Ask Perplexity

Search the claim or ask if it's true with context.



3 Check the Sources

Review the sources provided by Perplexity.



4 Compare & Analyze

Compare multiple sources and look for consensus.



5 Decide & Share Responsibly

If verified, you can trust and share. If not, don't spread it.



DO THIS

- ✓ Question surprising or shocking claims
- ✓ Use specific and clear questions
- ✓ Check multiple trusted sources
- ✓ Look at dates and context
- ✓ Share only after verifying



AVOID THIS

- ✗ Sharing without checking
- ✗ Relying on one random source
- ✗ Falling for emotional or sensational headlines
- ✗ Ignoring the publication date
- ✗ Assuming forwarded messages are true



Verify first,
Share later!

COPY-PASTE PROMPT

"Is the following claim true or false?"

Claim: "[PASTE CLAIM HERE]"

Please provide:

- The truth behind the claim
- Verified facts and statistics
- Latest and trusted sources
- Context and important details
- Any missing or misleading information

Make it clear, accurate and easy to understand.



REAL-LIFE EXAMPLE

Claim: "Drinking warm lemon water melts fat overnight."

Perplexity shows:

- What science actually says
- Expert opinions
- Health organization guidelines
- Real studies and results
- Why the claim is misleading

Now you know the truth and won't fall for fake health tips!



TODAY'S CHALLENGE



Find one viral claim you saw online today.

Use Perplexity to:

- 1 Check if it's true
- 2 Read the sources
- 3 Write a 3-line summary of the truth

Be a smart verifier,
not a blind believer!



KEY TAKEAWAY



The truth is important. Your job is to verify it.

Perplexity helps you separate facts from fiction so you can think clearly and share responsibly.



DOODLE IDEAS

- ★ Shield with checkmark
- ★ Magnifying glass
- ★ Newspaper
- ★ Globe
- ★ Checkmark badge
- ★ Question mark
- ★ Balance scale



18. Conduct Market Research

Better research.
Better ideas.
Better results!

Use Perplexity to gather market insights, trends, competitor info, customer needs and opportunities – all in minutes. ★

BIG IDEA

Perplexity helps you collect real-time market data, analyze trends, study competitors and understand your audience so you can make smarter business decisions with confidence.



WHY THIS MATTERS

- ✓ Saves hours of manual research
- ✓ Access latest data and trends
- ✓ Get insights from trusted sources
- ✓ Understand competitors better
- ✓ Find opportunities and reduce risks



PERPLEXITY INSIGHT

Good businesses are built on good insights.

Perplexity gives you the information you need to understand the market deeply and act wisely.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Ask detailed and specific questions
- ✓ Check latest statistics and reports
- ✓ Compare competitors and alternatives
- ✓ Look for customer needs and pain points
- ✓ Use data to make better decisions



AVOID THIS

- ✗ Relying on outdated information
- ✗ Asking vague or broad questions
- ✗ Ignoring source credibility
- ✗ Focusing only on competitors, not customers
- ✗ Making decisions without data



Guessing is risky, research is smart!

COPY-PASTE PROMPT

I want to conduct market research on [TOPIC].
Please provide:

- Market overview
- Latest trends and statistics
- Target audience insights
- Key players / competitors
- Opportunities and challenges
- Growth forecast
- Reliable sources

Make it clear, data-backed and easy to understand.



REAL-LIFE EXAMPLE

Business: Organic Skincare Brand
Perplexity helps you find:

- Market size and growth trends
- Top competitors and their strategy
- Customer preferences and needs
- Pricing benchmarks
- Popular ingredients and demand
- Industry reports and expert insights

Now you can create a product that people actually need and price it right from the start!



TODAY'S CHALLENGE



Choose a business idea or niche you are interested in.

Use Perplexity to:

- 1 Define the market
- 2 Find key trends
- 3 Analyze top competitors
- 4 Identify opportunities
- 5 Write a 5-line summary

Good research today, great results tomorrow!



KEY TAKEAWAY



Market research removes guesswork and reveals opportunity. Perplexity gives you the insights, so you can take confident action and build a successful future!



DOODLE IDEAS

- ★ Magnifying glass
- ★ Bar chart
- ★ Globe
- ★ Target
- ★ Lightbulb
- ★ Notebook
- ★ People / Customers



19. Analyze Competitors

Know your
competition.
Stay ahead!

Use Perplexity to analyze your competitors, their strengths, strategies, products, customers and market position – so you can win. ★

BIG IDEA

Perplexity helps you gather deep insights about your competitors using real-time data from trusted sources, so you can benchmark, learn and create a better strategy,



WHY THIS MATTERS

- ✓ Understand competitor strategies
- ✓ Discover their strengths & weaknesses
- ✓ Identify market gaps & opportunities
- ✓ Make data-driven decisions
- ✓ Stay ahead in your industry



PERPLEXITY INSIGHT

The more you know about your competitors, the better you can differentiate, innovate and capture opportunities.

Perplexity gives you clarity, speed and reliable insights.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Ask detailed, targeted questions
- ✓ Use latest data and reports
- ✓ Compare multiple sources
- ✓ Look at customer reviews & feedback
- ✓ Track trends and changes regularly



AVOID THIS

- ✗ Relying on outdated information
- ✗ Assuming without verifying
- ✗ Ignoring indirect competitors
- ✗ Focusing only on big players
- ✗ Copying instead of differentiating



Differentiate,
Don't Duplicate!

COPY-PASTE PROMPT

I want to analyze my competitors in [INDUSTRY / NICHE].

Please provide:

- Overview of top competitors
- Their products/services
- Strengths and weaknesses
- Pricing strategy
- Marketing and branding strategy
- Market share / growth (if available)
- Customer reviews and reputation
- Latest news and developments
- Opportunities and gaps I can exploit
- Key takeaways

Make it clear, detailed and easy to compare.



REAL-LIFE EXAMPLE

Scenario: You run an online fitness coaching business.

Perplexity helps you find:

- Top fitness coaching platforms
- Their pricing and plans
- How they get customers
- What customers like/dislike
- Their content strategy
- Growth trends in the industry
- Gaps where you can stand out

Result: You identify a gap in personalized meal plans and create a unique offer that attracts more clients!



TODAY'S CHALLENGE



Pick 2 of your main competitors.

Use Perplexity to:

- 1 Find key information
- 2 Compare their strengths
- 3 Identify their weaknesses
- 4 Spot opportunities for you
- 5 Write 3 actions you will take

Knowledge gives you power.
Use it wisely!



KEY TAKEAWAY



Analyze your competitors, learn from their moves, find the gaps and create more value.
That's how you stay ahead and win!



DOODLE IDEAS

- ★ Magnifying glass
- ★ Bar chart
- ★ Target
- ★ Trophy
- ★ Brain
- ★ Checkmark
- ★ Notebook

Good research
starts with
great sources!

20. Find Academic Sources

Use Perplexity to find scholarly articles, journals, research papers, theses and credible academic sources for your projects, essays and studies. ★

BIG IDEA

Perplexity helps you discover high-quality academic sources in seconds. It finds peer-reviewed papers, journals, theses and reliable studies — saving you hours of searching across multiple websites.



WHY THIS MATTERS

- ✓ Access to scholarly and peer-reviewed research
- ✓ Saves hours of manual searching
- ✓ Helps your work stay credible and trustworthy
- ✓ Supports better learning and deeper understanding
- ✓ Perfect for students, researchers and professionals



PERPLEXITY INSIGHT

The best academic work is built on reliable research.

Perplexity brings the world's academic knowledge to you — with citations you can trust.



STEP-BY-STEP FRAMEWORK



1 Define Your Topic

Be clear and specific about what you want to research.



2 Ask Perplexity

Use targeted questions to find the most relevant sources.



3 Get Academic Results

Perplexity searches journals, databases, and trusted sources.



4 Review & Evaluate

Read abstracts, check publication details and evaluate credibility.



5 Save & Cite

Save useful papers and cite them correctly in your work.



DO THIS

- ✓ Use specific keywords and phrases
- ✓ Ask for peer-reviewed sources
- ✓ Check author credentials and publication
- ✓ Read abstracts before full papers
- ✓ Use citations in your assignments



AVOID THIS

- ✗ Using random or non-academic websites
- ✗ Ignoring publication dates
- ✗ Relying only on summaries
- ✗ Not checking the credibility of sources
- ✗ Copying without citing

Credibility
is everything!

COPY-PASTE PROMPT

I need academic sources on [TOPIC].
Please provide:

- Peer-reviewed journal articles
- Research papers and studies
- Theses or conference papers (if any)
- Authors and publication details
- Links to full papers (if available)
- A brief summary of each source

Make it academic, reliable and properly cited.



REAL-LIFE EXAMPLE

Topic: Impact of Social Media on Student Mental Health

Perplexity finds:

- 10+ peer-reviewed journal articles
- Studies from top universities
- Recent publications (2020–2024)
- Different research perspectives
- Citation-ready references

Result: You get high-quality sources in minutes and build a strong, credible research paper.



TODAY'S CHALLENGE



Choose a topic you are working on.

Use Perplexity to:

- 1 Find 5 academic sources
- 2 Read their abstracts
- 3 Pick the best 3
- 4 Note the citations
- 5 Use them in your work



Great research = Great results!



KEY TAKEAWAY

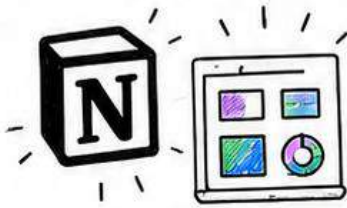


Strong research begins with strong sources. Perplexity helps you find trusted academic sources fast, so you can learn deeper, write better and achieve more.



DOODLE IDEAS

- ★ Magnifying glass
- ★ Graduation cap
- ★ Books stack
- ★ Checkmark shield
- ★ Quotation mark
- ★ Bookmark
- ★ Research paper icon



21. Organize Your Life Dashboard

Use Notion AI to build your all-in-one life dashboard and keep everything in one place — simple, clear and powerful. ★

BIG IDEA

Notion AI helps you create a personal dashboard that brings together your goals, tasks, habits, notes, projects, finances and more — all in one beautiful, customized workspace.



WHY THIS MATTERS

- ✓ Everything in one place
- ✓ Saves time and reduces stress
- ✓ Clear view of your life & goals
- ✓ Tracks progress easily
- ✓ Helps you stay focused and consistent



NOTION AI INSIGHT

A good dashboard is like a control center for your life. Notion AI helps you structure it the way you think, so you can focus on what matters most.



STEP-BY-STEP FRAMEWORK

1



Set Up Home

Create a new page and name it "Life Dashboard".

2



Add Key Areas

Add sections: Goals, Tasks, Habits, Projects, Notes, Finance, Calendar.

3



Use Databases

Use tables, boards and lists to organize information smartly.

4



Customize View

Add filters, views, tags and relations to see what matters most.

5



Review & Update

Review daily or weekly and keep your dashboard up to date.

DO THIS

- ✓ Keep your dashboard simple
- ✓ Use clear titles and sections
- ✓ Update it regularly
- ✓ Focus on what's most important
- ✓ Use AI to help write, summarize and organize



AVOID THIS

- ✗ Making it too complicated
- ✗ Adding too many unnecessary sections
- ✗ Not updating your dashboard
- ✗ Ignoring important tasks
- ✗ Using it only once and forgetting it



Simplicity brings clarity!

COPY-PASTE PROMPT

"Help me build a personal life dashboard in Notion.

Include sections for:

- Goals
- Tasks
- Habits
- Projects
- Notes
- Finance
- Calendar

Make it clean, simple and easy to use."



REAL-LIFE EXAMPLE

Rahul, a content creator, built a Notion Dashboard with Notion AI.

He tracks:

- Content ideas
- Video schedule
- Daily tasks
- Brand collaborations
- Income & expenses



Now, he stays organized, hits deadlines and grows his brand consistently!

TODAY'S CHALLENGE



Create your own Life Dashboard in Notion with at least 5 key sections.

Spend 30 minutes today to organize your life for a better tomorrow!



KEY TAKEAWAY



When your life is organized, your mind is free. Notion AI helps you build a dashboard that keeps you focused, productive and in control every day!





22. Manage Daily Tasks Efficiently

Use Notion AI to plan, prioritize, track and complete daily tasks efficiently – so you can get more done with less stress. ★

BIG IDEA

Notion AI helps you capture, organize, prioritize and complete your daily tasks in one place. It turns chaos into clarity and helps you focus on what truly matters.



WHY THIS MATTERS

- ✓ Get clear on what to do each day
- ✓ Prioritize what's important
- ✓ Track progress and stay consistent
- ✓ Avoid forgetting important tasks
- ✓ Save time by planning smarter, not harder



NOTION AI INSIGHT

Productivity is not about doing more tasks.

It's about doing the right tasks at the right time.

Notion AI helps you plan smart, stay consistent and win your day.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Capture tasks as soon as they come to mind
- ✓ Break big tasks into smaller steps
- ✓ Prioritize using urgency vs importance
- ✓ Focus on 3-5 key tasks each day
- ✓ Review and plan tomorrow every evening



AVOID THIS

- ✗ Trying to do everything
- ✗ Not prioritizing
- ✗ Ignoring small but important tasks
- ✗ No daily review
- ✗ Multitasking too much



Distraction kills your productivity!

COPY-PASTE PROMPT

"Help me organize my daily tasks."

Based on the following list:

[Paste your tasks here]

Please:

- Categorize the tasks
- Prioritize them (High / Medium / Low)
- Suggest a realistic daily plan
- Identify the top 3 most important tasks for today
- Give tips to stay focused

Make it simple, clear and actionable."



REAL-LIFE EXAMPLE

Anjali is a freelancer.

She uses Notion AI every morning to plan her day.

Her dashboard includes:

- Content creation
- Client work
- Emails & follow-ups
- Social media
- Learning



She focuses on 3 key tasks daily, tracks progress and ends her day with a review.

Result: More done, less stress, and better work-life balance!

TODAY'S CHALLENGE



Create your daily task dashboard in Notion with Notion AI.

Follow these steps:

- 1 Capture all your tasks
- 2 Prioritize them
- 3 Plan your day
- 4 Complete your top 3 tasks

Do it today, thank your future self!



KEY TAKEAWAY



A well-organized day creates a well-lived life. Notion AI helps you plan better, stay focused and get more meaningful things done.



Listen more.
Capture better.
Act faster!

23. Take Smart Meeting Notes

Use Notion AI to capture, summarize and organize meeting notes so you never miss important points and can take action with clarity. ★

BIG IDEA

Notion AI helps you turn messy meeting conversations into clear, organized notes, action items and decisions — so your team stays aligned and progress never gets lost.



WHY THIS MATTERS

- ✓ Keeps everyone aligned
- ✓ Captures key points and decisions
- ✓ Prevents missed action items
- ✓ Saves time on manual note-taking
- ✓ Improves follow-up and execution



NOTION AI INSIGHT

Great meetings don't end when the call ends.

Smart notes turn conversations into clear action and real results.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Capture key points, not everything
- ✓ Use clear structure and headings
- ✓ Highlight decisions and next steps
- ✓ Assign owners with deadlines
- ✓ Review and follow up regularly



AVOID THIS



- ✗ Writing everything word-for-word
- ✗ Ignoring action items
- ✗ Vague or unstructured notes
- ✗ Not assigning owners
- ✗ Forgetting to follow up



Unclear notes lead to unclear actions!

COPY-PASTE PROMPT

"Summarize the following meeting notes and organize them.

Please provide:

- Key discussion points
- Decisions made
- Action items with owners
- Deadlines
- Next steps

Make it clear, concise and actionable."



REAL-LIFE EXAMPLE

Team: Marketing Team

Meeting Topic: Product Launch Plan

Notion AI helps them:

- Summarize the discussion
- List key decisions
- Assign tasks to team members
- Set deadlines
- Track progress in one place

Result: Everyone knows what to do, by when — and nothing falls through the cracks!

TODAY'S CHALLENGE



Use Notion AI in your next meeting. Capture, summarize and organize your notes.

Identify 3 action items and follow up on them.

Great notes create great outcomes! ★

KEY TAKEAWAY



Smart meeting notes save time, reduce confusion and drive action. Notion AI helps you capture what matters, so you and your team can focus on results, not remembering details.





24. Track Personal Goals

A goal without tracking is just a wish!

Use Notion AI to set, track and achieve your personal goals with clarity, focus and consistency.

BIG IDEA

Notion AI helps you turn your dreams into actionable goals, break them into steps, track your progress and stay motivated every day — all in one powerful dashboard built just for you.



WHY THIS MATTERS

- ✓ Turns big goals into clear action
- ✓ Keeps you focused and accountable
- ✓ Tracks progress in real time
- ✓ Helps build better habits
- ✓ Celebrates small wins on the way to big results



NOTION AI INSIGHT

Tracking your goals daily creates momentum. Notion AI helps you plan smarter, reflect better and stay committed to the life you want to build.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Write clear and meaningful goals
- ✓ Break goals into small steps
- ✓ Set deadlines for each milestone
- ✓ Review your progress weekly
- ✓ Adjust and keep moving forward



AVOID THIS

- ✗ Setting vague or unrealistic goals
- ✗ Trying to do too much at once
- ✗ Not tracking your progress
- ✗ Ignoring small wins
- ✗ Quitting too early



Distraction destroys direction!

COPY-PASTE PROMPT

"Help me set and track my personal goals in Notion.
Please help me:

- Define my goals
- Break them into steps
- Set deadlines
- Create a progress tracker
- Suggest habits that support my goals

Make it simple, motivating and easy to follow."



REAL-LIFE EXAMPLE

Goal: Run a Half Marathon

Notion AI helps you:

- Set target date: 21st September
- Break it into weekly training steps
- Track workouts, distance, time
- Log diet, sleep and recovery
- Review progress every week
- Celebrate milestones (5K, 10K, etc.)

Result: You stay consistent, improve gradually and cross the finish line with confidence!



TODAY'S CHALLENGE



Pick one goal you really want to achieve. Use Notion AI to:

- 1 Define your goal
- 2 Break it into steps
- 3 Set deadlines
- 4 Track your progress
- 5 Take action today!

Small steps today, big changes tomorrow!



KEY TAKEAWAY



Your future is created by what you do today. Track your goals, stay consistent and make every day count. Notion AI is your partner in building the life you deserve!



25. Build a
Second BrainCapture today.
Organize forever.
Use anytime!Use Notion AI to
capture, organize and
connect your ideas so
you can think clearer,
create faster and
remember less. ★

BIG IDEA

A Second Brain is a trusted system outside your head that captures everything, organizes it and makes it useful. Notion AI helps you capture ideas, connect dots and turn knowledge into action. !



WHY THIS MATTERS

- ✓ Capture everything that matters
- ✓ Organize knowledge for easy retrieval
- ✓ Connect ideas to create new insights
- ✓ Reduce mental clutter and stress
- ✓ Make better decisions and take action faster



NOTION AI INSIGHT

Notion AI is your thinking partner. It helps you capture ideas, summarize notes, find connections and surface what matters most—when you need it.



STEP-BY-STEP FRAMEWORK

①



Capture

Collect everything from anywhere.
Notes, links, ideas, files, conversations.

②



Organize

Store information in PARA:
Projects, Areas, Resources, Archive.

③



Connect

Link ideas, notes and resources.
Build a web of knowledge.

④



Distill

Summarize, extract key insights and create evergreen notes.

⑤



Use

Apply your knowledge to create, decide and solve problems.

DO THIS

- ✓ Capture ideas daily
- ✓ Use clear titles and tags
- ✓ Link related notes and concepts
- ✓ Review and distill regularly
- ✓ Build templates for consistency
- ✓ Make it easy to find and reuse



AVOID THIS



- ✗ Only saving, never using
- ✗ No system or structure
- ✗ Notes without context
- ✗ Perfection and overthinking
- ✗ Letting it become a digital graveyard



A system you don't use isn't a system!

COPY-PASTE PROMPT

"Help me build and organize my Second Brain in Notion."
Please create:

- A PARA structure
- Key databases and their purpose
- A daily capture template
- Review and distillation process
- Tips to keep it simple and sustainable"



REAL-LIFE EXAMPLE

Alex is a content creator and entrepreneur.

He uses Notion AI to:

- Capture ideas from books, podcasts and research
- Connect concepts across topics
- Distill insights into evergreen notes
- Create content faster with less stress



Result: His Second Brain saves time, sparks ideas and drives consistent results.

TODAY'S CHALLENGE



Capture one idea each day in Notion. Use Notion AI to summarize it and link it to related notes.

Build your Second Brain one note at a time!



KEY TAKEAWAY



Your Second Brain is your unfair advantage. Capture it. Organize it. Connect it. Use it. Notion AI helps you turn knowledge into clarity, clarity into action and action into results.

DOODLE IDEAS

- ★ Brain with folders
- ★ Neural network
- ★ Spark/idea
- ★ Books stack
- ★ Search magnifier





26. Create Instagram Posts

Great posts
attract attention.
Great content
builds trust!

Use Canva AI to create professional Instagram posts, carousels and promotional designs in minutes without design experience.

BIG IDEA

Canva AI helps you generate eye-catching Instagram posts by suggesting layouts, visuals, text, colors and design ideas. It turns your content into professional-looking graphics quickly and easily.



WHY THIS MATTERS

- ✓ Saves design time
- ✓ Creates professional-looking posts
- ✓ Improves visual branding
- ✓ Boosts engagement
- ✓ Helps maintain consistency



CANVA AI INSIGHT

People scroll fast.
Your design gets attention before your words do.
Canva AI helps you create designs that stop the scroll and communicate your message instantly.



STEP-BY-STEP FRAMEWORK

1



Define Your Goal

Decide what the post should achieve.

2



Choose Post Type

Quote, Promotion, Carousel, Educational or Story.

3



Use Canva AI

Generate layouts, text ideas and visuals.

4



Customize Design

Add your brand colors, fonts and message.

5



Publish & Analyze

Post on Instagram and track engagement.

DO THIS

- ✓ Use high-quality visuals
- ✓ Keep text simple
- ✓ Maintain brand consistency
- ✓ Add a clear CTA
- ✓ Create content in batches



AVOID THIS

- ✗ Overcrowding the design
- ✗ Using too many fonts
- ✗ Low-quality images
- ✗ Inconsistent branding
- ✗ Posting without purpose



Simple designs perform better.

COPY-PASTE PROMPT

"Create an Instagram post design about [TOPIC]..

Please include:

- Strong headline
- Modern layout
- Professional color scheme
- Call-to-action
- Instagram-friendly design
- Clean typography
- Engaging visual concept

Make it suitable for my target audience."



REAL-LIFE EXAMPLE

Business: Fitness Coach

Canva AI helps create:

- Workout tips posts
- Client transformation graphics
- Carousel content
- Promotional offers
- Story designs

Result:

The coach posts consistently and grows engagement without hiring a designer.



TODAY'S CHALLENGE



Create one Instagram post using Canva AI.

- 1 Choose a topic
- 2 Generate a design
- 3 Customize it
- 4 Publish it

Done is better than perfect.



KEY TAKEAWAY



Good content gets noticed. Great design gets remembered.
Canva AI helps you create professional Instagram posts faster and more consistently.



DOODLE IDEAS



Instagram Logo



Paintbrush



Smartphone



Color Palette



Social Media Notification



Camera



Design Template



Sparkles



Heart Icon



Upload Arrow



Great presentations
inspire action.
Clear slides create
big impact!27. Design Business
PresentationsUse Canva AI to create
stunning business
presentations with
professional layouts,
visuals and content
that impress your
audience. ★

BIG IDEA

Canva AI helps you design professional business presentations quickly by suggesting layouts, visuals, charts and content ideas. It makes your message clear, engaging and memorable.



WHY THIS MATTERS

- ✓ Saves time and effort
- ✓ Creates professional-looking slides
- ✓ Improves clarity and engagement
- ✓ Strengthens your message
- ✓ Helps you present with confidence



CANVA AI INSIGHT

Good design makes complex ideas simple. Canva AI helps you turn information into visually compelling presentations that your audience understands and remembers.



STEP-BY-STEP FRAMEWORK

1



Define Your Goal

Know your audience, purpose and key message.

2



Choose a Template

Pick a professional template that fits your topic.

3



Use Canva AI

Add headings, bullet points, charts and visual suggestions.

4



Customize Design

Apply your brand colors, fonts and visual style.

5



Review & Present

Check flow, clarity and deliver with confidence.

DO THIS

- ✓ Keep slides clean and simple
- ✓ Use visuals and icons
- ✓ Highlight key points
- ✓ Use charts to explain data
- ✓ Maintain brand consistency
- ✓ Practice your delivery



AVOID THIS



- ✗ Too much text on slides
- ✗ Using too many fonts
- ✗ Low-quality images
- ✗ Cluttered and busy layouts
- ✗ Reading from slides

Clarity
always wins!

COPY-PASTE PROMPT

"Create a business presentation about [TOPIC].

Please include:

- Professional slide layout
- Clear headings and bullet points
- Relevant icons and visuals
- Charts or graphs for data
- Key takeaway slide
- Modern and clean design

Make it suitable for a business audience."



REAL-LIFE EXAMPLE

Scenario: Sales Pitch Presentation

Canva AI helps create:

- Problem statement slide
- Solution overview
- Features and benefits
- Case study / results
- Pricing and offer
- Call to action

Result:

The pitch looks professional, builds trust and helps close more deals.



TODAY'S CHALLENGE



Create one business presentation using Canva AI.

- 1 Choose your topic
- 2 Generate slides
- 3 Customize your design
- 4 Present it

Great presentations create opportunities!



KEY TAKEAWAY



Your presentation is a reflection of your professionalism. Canva AI helps you design clear, engaging and powerful presentations that leave a lasting impact.



DOODLE IDEAS



Presentation Screen



Pie Chart



Bar Chart



Lightbulb



People / Audience



Graph



Laptop



Checklist



Star



Target



28. Build a Personal Brand

Your brand is what people say about you when you're not around!

Use Canva AI to build a strong personal brand with consistent visuals, engaging content and professional designs that represent YOU.

BIG IDEA

Your personal brand is your reputation, your story and the value you bring. Canva AI helps you create consistent, professional content that showcases your expertise and builds trust with your audience.



WHY THIS MATTERS

- ✓ Helps you stand out in your niche
- ✓ Builds trust and credibility
- ✓ Attracts opportunities and clients
- ✓ Makes your message memorable
- ✓ Creates a strong, consistent online presence



CANVA AI INSIGHT

People connect with people, not logos. Canva AI helps you create content that reflects your personality, your value and your vision—consistently across all platforms.



STEP-BY-STEP FRAMEWORK

1



Define Your Brand

Know your purpose, niche, audience and the transformation you provide.

2



Create Your Identity

Decide your brand colors, fonts, style and tone of communication.

3



Design Brand Assets

Use Canva AI to create logo, profile picture, banners, templates and content styles.

4



Create & Share Content

Post valuable content regularly — educate, inspire and showcase your expertise.

5



Analyze & Grow

Track engagement, regularly — content and keep growing your influence.

DO THIS

- ✓ Be clear about your message
- ✓ Use consistent visuals and colors
- ✓ Share value before you sell
- ✓ Show your personality
- ✓ Post regularly and stay visible
- ✓ Engage with your audience



AVOID THIS



- ✗ Trying to be someone else
- ✗ Inconsistent branding
- ✗ Too much promotion
- ✗ Ignoring your audience
- ✗ Giving up too soon



Authenticity always wins!

COPY-PASTE PROMPT

"Help me create a personal brand content plan using Canva AI. Please include:

- Brand identity ideas
- Content pillars
- Post types
- Design style suggestions
- Visual themes
- Tips to grow my audience

Make it simple, clear and actionable."



REAL-LIFE EXAMPLE

Example: Digital Marketing Coach
He used Canva AI to build:

- Branded Instagram posts
- Educational carousels
- Reels covers
- Lead magnets
- YouTube thumbnails

Result:

His content became consistent, professional and valuable — and his audience grew 10X in 6 months!



TODAY'S CHALLENGE



Take 30 minutes today to build or improve one part of your personal brand using Canva AI.

- 1 Update your profile picture or logo
- 2 Create a branded post
- 3 Share your value

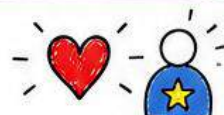
Small steps build big brands!



KEY TAKEAWAY



Your personal brand is your superpower in the digital world. Canva AI helps you express it clearly, consistently and professionally — so the right people notice, trust and choose YOU.



DOODLE IDEAS



Profile Icon



Star



Megaphone



Target



Lightbulb



Palette



Camera



Heart



Chart



Globe





29. Create Marketing Posters

A great poster gets attention.
A clear message drives action!

Use Canva AI to create eye-catching marketing posters that attract attention, communicate your message and drive results.

BIG IDEA

Canva AI helps you design stunning marketing posters by suggesting layouts, visuals, text, colors and styles. It helps you create professional posters that grab attention and promote your message effectively.



WHY THIS MATTERS

- ✓ Grabs attention instantly
- ✓ Communicates your message clearly
- ✓ Increases brand visibility
- ✓ Drives action and engagement
- ✓ Saves time and design effort



CANVA AI INSIGHT

People notice posters before they read details. Canva AI helps you create bold, clear and visually strong posters that stop the scroll and make your message impossible to ignore.



STEP-BY-STEP FRAMEWORK

1



Define Your Goal

Know your purpose, audience and the message you want to promote.

2



Choose a Template

Pick a poster template that fits your campaign or event.

3



Use Canva AI

Add headline, details, visuals and AI design suggestions.

4



Customize Design

Apply your brand colors, fonts and style to make it unique.

5



Publish & Share

Download and share on digital or print for wider reach.

DO THIS

- ✓ Use bold headlines
- ✓ Keep the message short & clear
- ✓ Use high-quality images and icons
- ✓ Maintain brand colors & fonts
- ✓ Add a strong CTA
- ✓ Make it easy to read



AVOID THIS



- ✗ Too much text
- ✗ Using too many fonts
- ✗ Low-quality or blurry images
- ✗ Cluttered layouts
- ✗ Weak or missing CTA



Less clutter, more impact!

COPY-PASTE PROMPT

"Create a marketing poster for [TOPIC / EVENT].

Please include:

- Attractive headline
- Key benefits or highlights
- Strong call to action
- Modern layout
- Professional color scheme
- High-quality visuals

Make it eye-catching and suitable for my audience."



REAL-LIFE EXAMPLE

Example: Gym Grand Opening

Canva AI helps create:

- Grand opening poster
- Special offer banner
- Class schedule poster
- Promotional event poster
- Membership offer poster

Result:

The gym attracts more visitors and sign-ups with professional and attention-grabbing posters.



TODAY'S CHALLENGE



Create one marketing poster using Canva AI.

- 1 Choose your goal
- 2 Generate a design
- 3 Customize it
- 4 Share or print it

Great posters create great results!



KEY TAKEAWAY



A powerful poster can spark interest, share your message and drive action. Canva AI helps you create professional marketing posters that get noticed and get results.



DOODLE IDEAS



Target



Megaphone



Lightbulb



Palette



Star



Discount Tag



Calendar



Shopping Bag



Location Pin



Rocket



Your resume is your chance to make a great first impression!



30. Design Professional Resumes

Use Canva AI to design modern, ATS-friendly resumes that highlight your skills, experience and achievements beautifully.

BIG IDEA

Canva AI helps you create professional, modern and ATS-friendly resumes by providing smart layouts, content suggestions and design tools that make you stand out to recruiters.



WHY THIS MATTERS

- ✓ Creates a strong first impression
- ✓ Highlights your skills and value
- ✓ Passes ATS (Applicant Tracking System) checks
- ✓ Helps you stand out from others
- ✓ Builds confidence in your job search

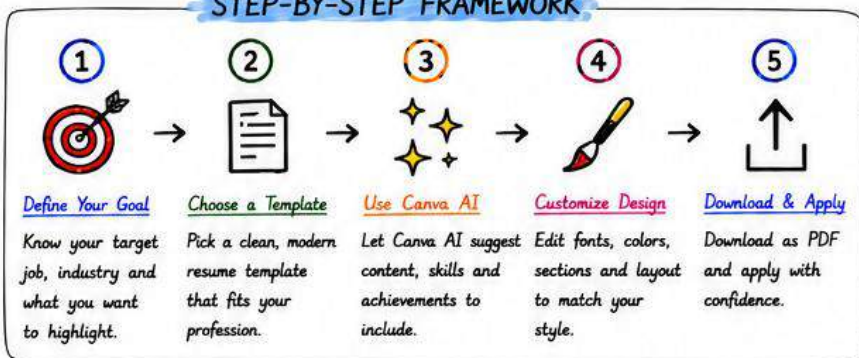


CANVA AI INSIGHT

A well-designed resume communicates your value clearly and professionally. Canva AI helps you create resumes that are easy to read, visually clean and recruiter-approved.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use a clean and professional layout
- ✓ Highlight achievements, not duties
- ✓ Use clear headings and sections
- ✓ Keep it ATS-friendly
- ✓ Keep it concise (1-2 pages max)
- ✓ Use consistent fonts and spacing



AVOID THIS

- ✗ Using busy or cluttered layouts
- ✗ Adding unnecessary graphics
- ✗ Spelling and grammar mistakes
- ✗ Too much text or long paragraphs
- ✗ Using unprofessional email addresses



Simple and clear always wins!

COPY-PASTE PROMPT

"Help me create a professional resume for [JOB TITLE] with [EXPERIENCE LEVEL]."

Please include:

- Modern and clean layout
- Professional color scheme
- Skills, experience and achievements sections
- Key highlights
- ATS-friendly design
- Contact information section

Make it suitable for my target job and industry."



REAL-LIFE EXAMPLE

Example: Software Developer
Canva AI helps create:

- Professional resume layout
- Skills section with icons
- Project highlights
- Experience timeline
- Clean and modern design

Result:

He got more interview calls because his resume looked professional and easy to read.



TODAY'S CHALLENGE



Create your professional resume using Canva AI.

- 1 Choose a template
- 2 Add your details
- 3 Customize it
- 4 Download it

Your next opportunity starts with your resume!



KEY TAKEAWAY



Your resume opens doors to opportunities.

Canva AI helps you create professional, impactful resumes that showcase your value and get you noticed.



DOODLE IDEAS



Resume



User



Briefcase



Skills (Star)



Award Badge



Graduation Cap



Laptop



Email



Check Mark



Pen



Magnifying Glass



Upload



From text
to stunning slides
in seconds!31. Create
Presentations from TextUse Gamma AI to turn
your text, notes or
ideas into beautiful,
modern presentations
instantly. ★

BIG IDEA

Gamma AI turns your text into professional, modern presentations automatically. It understands your content, creates slide structure, adds visuals and makes your presentation look amazing in seconds.



WHY THIS MATTERS

- ✓ Saves hours of manual work
- ✓ Creates professional presentations
- ✓ Makes your ideas clear and visual
- ✓ Improve engagement and impact
- ✓ Perfect for students, creators and professionals



GAMMA AI INSIGHT

You focus on your ideas. Gamma handles the design. It transforms your content into slides that communicate better, look better and leave a lasting impression.



STEP-BY-STEP FRAMEWORK

1



Input Your Text

Paste your content, notes or outline into Gamma.

2



Let Gamma AI Generate

Gamma AI creates a presentation structure and slides instantly.

3



Review the Slides

Check the content, flow and visuals generated for you.

4



Customize & Refine

Edit text, change images, colors, fonts and layout to match your style.

5



Present & Share

Present directly or download and share with your audience.

DO THIS

- ✓ Start with clear and well-organized text
- ✓ Use short sentences and bullet points
- ✓ Choose a clean and consistent theme
- ✓ Add relevant images and icons
- ✓ Keep slides simple and focused
- ✓ Review and polish before presenting



AVOID THIS



- ✗ Pasting unstructured or messy text
- ✗ Overloading slides with text
- ✗ Using too many fonts or colors
- ✗ Ignoring slide flow and order
- ✗ Not reviewing before presenting



Simplicity creates impact!

COPY-PASTE PROMPT

"Create a professional presentation on [TOPIC]."

Include:

- Title slide
- Key points / sections
- Visual suggestions
- Icons and images
- Conclusion slide

Make it clean, modern and engaging for my audience."



REAL-LIFE EXAMPLE

Scenario: Startup Pitch Deck
You input your business idea and Gamma AI creates:

- Problem slide
- Solution slide
- Market opportunity
- Product / Service
- Business model
- Team
- Financials
- Call to action

Result:

A complete pitch deck ready to impress investors.



TODAY'S CHALLENGE



Create a presentation from your notes or ideas using Gamma AI.

- 1 Choose your topic
- 2 Generate slides
- 3 Customize your design
- 4 Practice presenting

Great presentations open doors! ★

KEY TAKEAWAY



From text to stunning slides in seconds. Gamma AI helps you create beautiful, professional presentations that communicate your ideas powerfully.



DOODLE IDEAS



Presentation Screen



Document



Magic Wand



Palette



Chart



People



Bulb Idea



Laptop



Share



Trophy



Great pitch decks
get meetings.
Great ideas get
funded!Use Gamma AI to build
beautiful, persuasive
investor pitch decks that
communicate your vision,
traction and potential
clearly.32. Build
Investor Pitch Decks

BIG IDEA

Gamma AI helps you turn your business idea into a professional, investor-ready pitch deck in minutes. It structures your content, suggests layouts, adds visuals and ensures your story is clear, compelling and impactful.



WHY THIS MATTERS

- ✓ Creates investor-ready decks fast
- ✓ Clearly communicates your vision
- ✓ Highlights traction and potential
- ✓ Builds credibility and trust
- ✓ Increases your chances of funding



GAMMA AI INSIGHT

Investors decide in minutes. Gamma AI helps you present your idea in a clean, visual and compelling way that makes investors want to learn more.



STEP-BY-STEP FRAMEWORK

1



Define Your Story

Clarify your problem, solution, target market and value proposition.

2

Let Gamma AI
Generate

Input your key points. Gamma AI creates a structured pitch deck instantly.

3



Review & Refine

Check the flow, logic and visuals. Adjust content for clarity and impact.

4



Customize Design

Update fonts, colors, images and charts to match your brand and style.

5



Present & Share

Export or share your pitch deck and confidently present to investors.

DO THIS

- ✓ Hook investors in the first slide
- ✓ Keep slides clean and visual
- ✓ Focus on problem, solution, market and traction
- ✓ Use charts and numbers to build trust
- ✓ End with a strong call to action
- ✓ Practice and know your pitch well



AVOID THIS



- ✗ Too much text on slides
- ✗ Unclear or weak storytelling
- ✗ No market size or traction
- ✗ Overcomplicated design
- ✗ No clear ask at the end



Simplicity
builds
confidence!

COPY-PASTE PROMPT

"Create an investor pitch deck for [YOUR STARTUP / IDEA].

Include slides for:

- Problem
- Solution
- Market Opportunity
- Business Model
- Traction
- Go-to-Market Strategy
- Financials
- Team
- Ask / Use of Funds

Make it clean, modern and investor-ready."



REAL-LIFE EXAMPLE

Example: FinTech Startup

Gamma AI helps create a pitch deck with slides for:

- Problem: Freelancers face late payments
- Solution: Instant invoice payments
- Market Size: \$150B global market
- Traction: 5K+ users, \$200K ARR
- Business Model: 1% transaction fee
- Financials: Projections for 3 years
- Team: Strong fintech experts
- Ask: \$500K to scale

Result:

The startup secured meetings with investors and raised seed funding.



TODAY'S CHALLENGE



Create your investor pitch deck using Gamma AI.

- 1 Define your idea
- 2 Generate your deck
- 3 Customize it
- 4 Practice your pitch

A great pitch deck can change your future!



KEY TAKEAWAY



Investors invest in clear ideas and strong teams.

Gamma AI helps you build pitch decks that tell your story, show your potential and help you get funded.



DOODLE IDEAS



Presentation Screen



Rocket



Chart



Lightbulb



Target



Handshake



Money Bag



Growth Arrow



People



Trophy



33. Generate Client Proposals

Clear proposals
win trust.
Great proposals
win clients!

Use Gamma AI to create professional, persuasive proposals that present your value, build trust and help you win more clients.

BIG IDEA

Gamma AI helps you turn your proposal ideas into polished, client-ready proposals quickly. It structures your content, suggests layouts, adds visuals and makes your proposals professional and persuasive.



WHY THIS MATTERS

- ✓ Creates professional proposals fast
- ✓ Clearly presents your solution and value
- ✓ Builds trust and credibility
- ✓ Helps you stand out from competitors
- ✓ Increases your chances of closing deals



GAMMA AI INSIGHT

Clients want clarity, confidence and value. Gamma AI helps you deliver proposals that communicate your expertise, solution and impact in a clear, beautiful and convincing way.



STEP-BY-STEP FRAMEWORK

1



Define Your Scope

Understand the client needs, goals, scope and key requirements.

2



Let Gamma AI Generate

Input your information. Gamma AI creates a structured proposal instantly.

3



Review & Refine

Check content, adjust sections, add details and improve flow.

4



Customize Design

Update branding, colors, fonts, images and layout to match your style.

5



Share & Present

Export or share your proposal and present it confidently.

DO THIS

- ✓ Start with a clear problem and solution
- ✓ Use a professional and consistent theme
- ✓ Highlight benefits, not just features
- ✓ Add case studies or past results
- ✓ Include timelines, pricing and next steps
- ✓ Keep it clean, visual and easy to read



AVOID THIS



- ✗ Long and complicated proposals
- ✗ Too much text and jargon
- ✗ Unclear pricing or scope
- ✗ Using inconsistent branding
- ✗ No clear call to action



Clarity
wins deals!

COPY-PASTE PROMPT

"Create a professional client proposal for [PROJECT TYPE].

Include sections for:

- Cover page
- Executive summary
- Problem and solution
- Scope of work
- Timeline
- Pricing / Investment
- Why us
- Next steps

Make it professional, modern and easy to customize."



REAL-LIFE EXAMPLE

Example: Digital Marketing Proposal

Gamma AI helps create:

- Overview of client goals
- Our proposed solution
- Services and deliverables
- Timeline and milestones
- Investment and terms
- Why our team

Result:

The proposal looks professional and well-structured, impresses the client and helps close the deal.



TODAY'S CHALLENGE



Create one client proposal using Gamma AI.

- 1 Define your client's need
- 2 Generate your proposal
- 3 Customize it
- 4 Share with confidence

A great proposal opens great opportunities!



KEY TAKEAWAY



A strong proposal shows value, builds trust and creates confidence. Gamma AI helps you create professional, client-winning proposals that get results.



DOODLE IDEAS



Document



Handshake



Target



Lightbulb



Chart



People



Checkmark



Clock



Money Bag



Laptop



Star





34. Create Educational Slides

Great teaching starts with clear slides!

Use Gamma AI to create engaging, easy-to-understand educational slides that explain, teach and inspire students and learners.

BIG IDEA

Gamma AI helps you create well-structured, engaging and visually appealing educational slides in seconds. It turns your content into clear lessons that make learning simple, effective and memorable.



WHY THIS MATTERS

- ✓ Saves time in creating lessons
- ✓ Makes complex topics easy to understand
- ✓ Keeps students engaged
- ✓ Improves learning outcomes
- ✓ Works for teachers, trainers and content creators



GAMMA AI INSIGHT

Students understand visuals faster than plain text. Gamma AI helps you create slides that combine structure, visuals and clarity—making your lessons more powerful and your teaching more impactful.



STEP-BY-STEP FRAMEWORK

1



Define Your Topic

Know what you want to teach and your learning objective.

2



Let Gamma AI Generate

Input your topic and key points. Gamma AI creates structured slides instantly.

3



Review & Refine

Check the flow, content and visuals. Add or remove slides as needed.

4



Customize Design

Adjust colors, fonts, images, icons and layout to match your style.

5



Present & Share

Present directly or share as a link or export as PDF/PowerPoint.

DO THIS

- ✓ Use clear headings and short sentences
- ✓ Use visuals, diagrams and icons
- ✓ Break content into small sections
- ✓ Use examples to explain concepts
- ✓ Keep slides clean and uncluttered
- ✓ End with a summary or key takeaways



AVOID THIS



- ✗ Too much text on slides
- ✗ Cluttered or busy layouts
- ✗ Using small fonts
- ✗ Ignoring visuals and examples
- ✗ No structure or flow



Confusion kills learning!

COPY-PASTE PROMPT

"Create educational slides on [TOPIC] for [AUDIENCE / GROUP]."

Include slides for:

- Introduction
- Key concepts
- Examples
- Diagrams / visuals
- Summary
- Key takeaways

Make it clear, engaging and easy to understand."



REAL-LIFE EXAMPLE

Example: Science Teacher
Gamma AI helps create:

- Lesson introduction
- Concept explanations
- Process diagrams
- Real-life examples
- Quiz or practice questions
- Summary slide

Result:

Students understand better, participate more and remember what they learn.



TODAY'S CHALLENGE



Create an educational slide deck using Gamma AI.

- 1 Choose your topic
- 2 Generate your slides
- 3 Customize your slides
- 4 Teach or share it

Great lessons create bright futures!



KEY TAKEAWAY



Clear slides teach better, engage more and inspire learning. Gamma AI helps you create educational slides that make complex topics simple and learning meaningful.



DOODLE IDEAS



Books Stack



Graduation Cap



Lightbulb



Magnifying Glass



Pencil



Globe



Brain



Chart



Microscope

Speech Bubble





35. Build Business Reports

Better reports.
Better decisions.
Better results!

Use Gamma AI to create professional, data-rich business reports that inform, impress and drive action.

BIG IDEA

Gamma AI helps you turn raw data and information into clear, professional and visually compelling business reports in minutes. It organizes your content, highlights key insights and makes your reports easy to read and act on.



WHY THIS MATTERS

- ✓ Saves hours of manual formatting and design
- ✓ Turns complex data into clear insights
- ✓ Improves communication and decision-making
- ✓ Builds credibility and professionalism
- ✓ Perfect for teams, managers and analysts

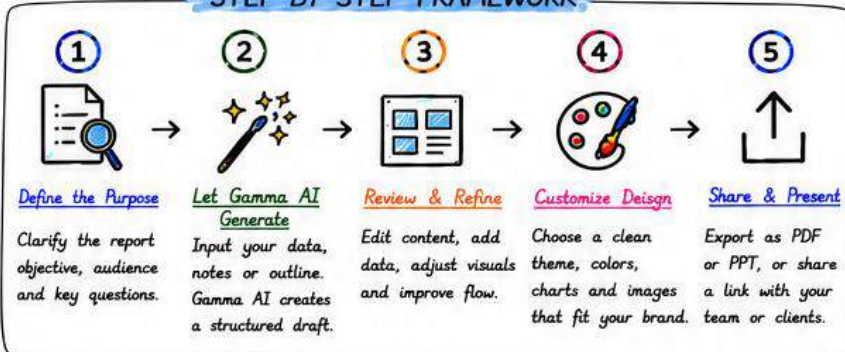


GAMMA AI INSIGHT

Good reports do more than share data—they tell a story. Gamma AI helps you create reports that are structured, visual and impactful—so your message is clear and your recommendations drive action.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use clear headings and executive summary
- ✓ Highlight key insights and recommendations
- ✓ Use charts, tables and visuals
- ✓ Keep it concise and focused
- ✓ Use consistent branding and formatting
- ✓ Review for accuracy and clarity



AVOID THIS

- ✗ Dumping too much data
- ✗ Using dense text and long paragraphs
- ✗ Poor charts or unclear visuals
- ✗ Ignoring your audience
- ✗ No clear conclusions



Clarity drives impact!

COPY-PASTE PROMPT

"Create a professional business report on [TOPIC] for [AUDIENCE]. Include sections for:

- Executive Summary
- Overview / Background
- Key Findings (with data)
- Analysis
- Recommendations
- Next Steps
- Appendix (if needed)

Make it clear, visual and action-oriented."



REAL-LIFE EXAMPLE

Example: Q1 Sales Performance Report
Gamma AI helps create:

- Summary of Q1 performance
- Sales by region (with charts)
- Top products and trends
- Key challenges
- Recommendations for Q2
- Action plan

Result:

A clear, data-driven report that helps leadership make confident decisions.



TODAY'S CHALLENGE



Create a business report using Gamma AI.

- 1 Define your report purpose
- 2 Generate your report
- 3 Add data and visuals
- 4 Review and share

Insightful reports lead to better results!



KEY TAKEAWAY



Great reports inform, influence and inspire action. Gamma AI helps you create professional, insightful business reports that make an impact.



DOODLE IDEAS



Report



Chart



Pie Chart



Table



Analysis



Idea



Globe



Team



Target



Clipboard



Growth





36. Generate Stunning AI Images

Visualize anything.
Create anything.
Incredible AI art
in seconds!

Use Midjourney AI to
turn your ideas into
breathtaking, high-quality
images that stand out
and inspire.

BIG IDEA

Midjourney is an AI image generator that creates stunning, unique and high-quality visuals from simple text prompts. It brings your imagination to life and helps you create art, concepts and visuals like never before.



WHY THIS MATTERS

- ✓ Creates professional-quality images in seconds
- ✓ Saves time and boosts creativity
- ✓ Perfect for content, branding, marketing and more
- ✓ Endless styles, moods and possibilities
- ✓ Great for creators, businesses, designers and dreamers



MIDJOURNEY INSIGHT

Midjourney turns words into visual masterpieces. Whether you need realistic photos, fantasy art, product renders or abstract designs, it helps you create visuals that captivate and communicate powerfully.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Be descriptive and specific
- ✓ Use keywords for style and mood
- ✓ Experiment with different variations
- ✓ Use aspect ratios (--ar) for the perfect composition
- ✓ Refine prompts to improve results
- ✓ Save your best prompts
- ✓ Stay creative and have fun!



AVOID THIS



- ✗ Too vague prompts
- ✗ Asking for too many things
- ✗ Ignoring style or composition
- ✗ Using low-quality references
- ✗ Not refining or iterating



Great results
come from
great prompts!

COPY-PASTE PROMPT

"A cinematic landscape of a mountain lake at sunrise, golden light, mist over the water, ultra realistic, high detail --ar 16:9"

Try adding:

- Style (cinematic, watercolor, cyberpunk, minimal)
- Lighting (sunset, neon, soft light)
- Camera (wide angle, macro, aerial)
- Mood (peaceful, dramatic, mysterious)
- Details (realistic, ultra detailed)



REAL-LIFE EXAMPLE

Prompt: "A futuristic city at night, rainy streets, neon lights, cyberpunk style, cinematic lighting, ultra detailed --ar 21:9"



Result: A stunning, cinematic image perfect for your content, presentations, posters or digital art projects.



TODAY'S CHALLENGE



Create an amazing image using Midjourney!

- 1 Choose your idea
- 2 Write a detailed prompt
- 3 Generate your image
- 4 Refine and improve
- 5 Share your masterpiece

Your imagination is
your only limit!



KEY TAKEAWAY



With Midjourney, your imagination becomes reality.
Great prompts create stunning images.
Create, inspire and stand out with visuals that amaze!



DOODLE IDEAS



Photography



Digital Art



Product Design



Marketing



Fashion



Architecture



Sci-Fi



Fantasy



Concept Art



Storytelling



Create Product Advertisements

Great ads don't just sell products. They sell dreams, solutions and value!

Use Midjourney AI to create eye-catching, high-converting product ads that grab attention and drive action. ★

BIG IDEA

Midjourney helps you create stunning, high-quality product advertisements that capture attention, communicate value and inspire action. From visuals to moods, it helps your brand stand out and sell more.



WHY THIS MATTERS

- ✓ Grabs attention in crowded markets
- ✓ Showcases your product beautifully
- ✓ Communicates benefits instantly
- ✓ Builds brand trust and desirability
- ✓ Increases engagement and sales conversions

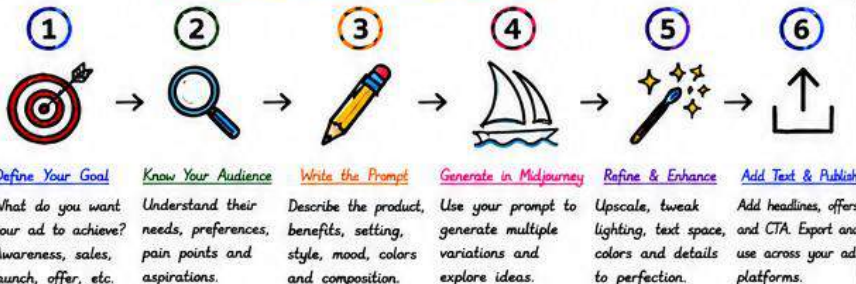


MIDJOURNEY INSIGHT

Visually powerful ads stop the scroll and start conversations. Midjourney helps you create product ads that look professional, polished and persuasive—perfect for social media, websites, print and more.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use high-quality, clear product images
- ✓ Highlight key benefits and features
- ✓ Use strong, benefit-driven headlines
- ✓ Keep design clean and focused
- ✓ Match colors to your brand identity
- ✓ Add a clear call-to-action (CTA)
- ✓ Test different styles and variations
- ✓ Optimize for each platform



AVOID THIS

- ✗ Cluttered or noisy designs
- ✗ Weak or missing CTA
- ✗ Too much text on image
- ✗ Ignoring your brand style
- ✗ Poor quality or blurry visuals



Strong ads are simple, clear and compelling!

COPY-PASTE PROMPT

"Create a high-end advertisement for [PRODUCT] for [AUDIENCE]. Show the product [DESCRIPTION] in a [SETTING]. The mood is [MOOD]. Use [COLOR PALETTE], with [LIGHTING], and leave space for text. Make it look professional, modern and persuasive."

Example (filled):

"Create an ad for a wireless noise-cancelling headphone for travelers. Show the product on a marble table with a city skyline background. Mood: premium, relaxed. Colors: black, silver, blue. Lighting: soft sunset. Leave space for text."



REAL-LIFE EXAMPLE

Prompt: "Create an advertisement for a natural energy drink. Show the can with fresh fruits and ice splashes. Mood: vibrant, healthy, refreshing. Colors: green and citrus tones. Leave space for headline."



Result: A vibrant, refreshing ad perfect for social media campaigns and product launches.



TODAY'S CHALLENGE



Create a product advertisement using Midjourney!

- 1 Define your product
- 2 Write a powerful prompt
- 3 Generate your ad
- 4 Refine and enhance
- 5 Add text and CTA
- 6 Share it with the world

A powerful ad today can be a loyal customer tomorrow! ★

KEY TAKEAWAY



Great product ads connect, convince and convert. With Midjourney, you can create stunning visuals that showcase your product, communicate value and drive real results.



DOODLE IDEAS



Megaphone



Shopping Cart



Tag



Discount Badge



Gift Box



Star Rating



Phone



Website



Social Media



Rocket





38. Design Brand Concepts

Great brands start with great ideas and powerful visuals!

Use Midjourney AI to create unique brand concepts that capture your vision and set you apart.

BIG IDEA

Midjourney helps you visualize brand identities before you build. Create logos, color palettes, typography, patterns and brand moods that communicate your values and connect with your audience emotionally.



WHY THIS MATTERS

- ✓ Creates a strong first impression
- ✓ Ensures consistency across all brand touchpoints
- ✓ Saves time and design costs
- ✓ Helps you explore more creative directions
- ✓ Builds a brand that people remember and trust

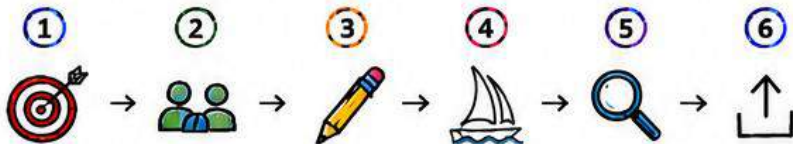


MIDJOURNEY INSIGHT

Midjourney turns ideas into visual identities. From modern and minimal to bold and playful, it helps you design brand concepts that look professional, unique and aligned with your mission and audience.



STEP-BY-STEP FRAMEWORK



1 Define Your Brand Clarify your brand purpose, values, vision and target audience.

2 Research & Inspiration Study competitors and collect visual inspiration, styles and trends.

3 Write Your Prompt Describe your brand style, mood, colors, typography and symbols.

4 Generate Concepts Use Midjourney to create logo ideas, color palettes and visual directions.

5 Review & Refine Evaluate concepts, refine prompts and iterate for the best results.

6 Finalize & Apply Select the best concept and apply it across your brand assets.

DO THIS

- ✓ Use clear prompts with brand keywords
- ✓ Experiment with different styles
- ✓ Focus on simplicity and memorability
- ✓ Ensure scalability across platforms
- ✓ Maintain consistency in colors and typography
- ✓ Get feedback and refine



AVOID THIS

- ✗ Being too vague in prompts
- ✗ Copying other brands
- ✗ Overcomplicating the design
- ✗ Too many colors or fonts
- ✗ Ignoring your audience



A strong brand is original, relevant and consistent!

COPY-PASTE PROMPT

"Create a modern brand identity concept for [BRAND NAME], a [TYPE OF BUSINESS]. The brand is [ADJECTIVES: e.g., innovative, minimal, eco-friendly]. Include:

- Logo ideas
- Color palette
- Typography style
- Brand pattern or texture
- Mood / visual direction

Make it professional, unique and suitable for digital and print."



REAL-LIFE EXAMPLE

Brand: Verdea Organics
Concept:



Result: A cohesive brand concept that feels natural, premium and trustworthy.



TODAY'S CHALLENGE



Design a brand concept for your dream business using Midjourney!

- 1 Define your brand values
 - 2 Write a detailed prompt
 - 3 Generate brand concepts
 - 4 Refine your favorite idea
 - 5 Create a mini brand board
- Your brand. Your identity. Your impact.



KEY TAKEAWAY



Great brands are built with clarity, creativity and consistency. With Midjourney, you can create stunning brand concepts that communicate your identity and build lasting connections.



DOODLE IDEAS



Leaf / Nature



Abstract Shape



Monogram



Pattern



Color Swatch



Typography



Business Card



Packaging



Brand Tagline



Website Mockup



39.

Create Story Illustrations

Every story
deserves powerful
visuals that
bring it to life!Use Midjourney AI to
create captivating story
illustrations that engage
readers and spark
imagination.

BIG IDEA

Midjourney helps you transform your stories into vivid, emotional illustrations that connect with readers. Whether it's a children's book, a short story, or a comic, AI-generated art brings your characters, worlds and moments to life beautifully.



WHY THIS MATTERS

- ✓ Brings stories and characters to life
- ✓ Saves time on illustration and artwork
- ✓ Creates consistent style and mood
- ✓ Improves reader engagement
- ✓ Perfect for books, comics, blogs and more

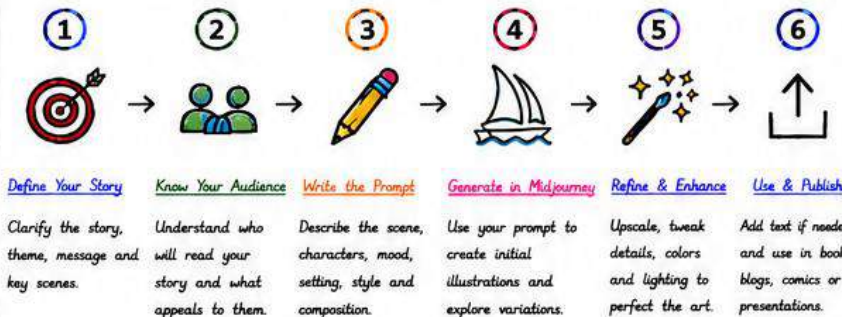


MIDJOURNEY INSIGHT

Great visuals make stories unforgettable. Midjourney helps you create unique, high-quality story illustrations in any style—from whimsical and cartoonish to realistic and cinematic—perfectly matched to your story's tone and message.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Be specific about characters and settings
- ✓ Use mood and lighting to set the tone
- ✓ Experiment with styles and compositions
- ✓ Keep character designs consistent
- ✓ Use high resolution for print
- ✓ Save your best prompts for future use



AVOID THIS



- ✗ Vague or generic prompts
- ✗ Too many ideas in one prompt
- ✗ Inconsistent character details
- ✗ Low resolution outputs
- ✗ Ignoring story mood and tone



Clear prompts
create powerful
images!

COPY-PASTE PROMPT

"A [scene] in a story about [main character], [character description], in a [setting], [time of day], with [mood/atmosphere]. Style: [art style]. Composition: [camera angle], [lighting]. Details: [important elements]. --ar 16:9 --v 6"

Example:

"A young girl in a red cloak walking through an enchanted forest, giant trees, magical lights, whimsical style, low angle, soft lighting, detailed, --ar 16:9 --v 6"



REAL-LIFE EXAMPLE

Story: "The Hidden Valley"

Concept: A boy discovers a magical valley hidden behind a waterfall.



Result: A series of illustrations that visually narrate the story, engage readers and bring the adventure to life.



TODAY'S CHALLENGE



Create a story illustration for your own short story using Midjourney!

- 1 Define your key scene
- 2 Write a detailed prompt
- 3 Generate your illustration
- 4 Refine and enhance
- 5 Share your story image

One image can tell a thousand words!



KEY TAKEAWAY



Great stories deserve great visuals.

With Midjourney, you can create stunning story illustrations that captivate, inspire and leave a lasting impact.



DOODLE IDEAS



Open Book



Magic Wand



Fairy Tale Castle



Dragon



Forest Path



Space Adventure



Pirate Ship



Robot Friend



Underwater World



Floating Island



40.

Generate Creative Visual Assets

Great design communicates before words ever touch the page!

Use Midjourney AI to generate custom, on-brand visual assets that elevate your content, captivate your audience and bring your ideas to life. ★



BIG IDEA

Midjourney helps you create unique, high-quality visual assets for any purpose. From social media graphics and icons to posters, mockups and textures—AI-generated visuals save time, reduce costs and give you endless creative possibilities.



WHY THIS MATTERS

- ✓ Creates professional visuals in seconds
- ✓ Saves time and design costs
- ✓ Ensures unique, custom assets
- ✓ Enhances brand identity and consistency
- ✓ Powers content that stands out across platforms

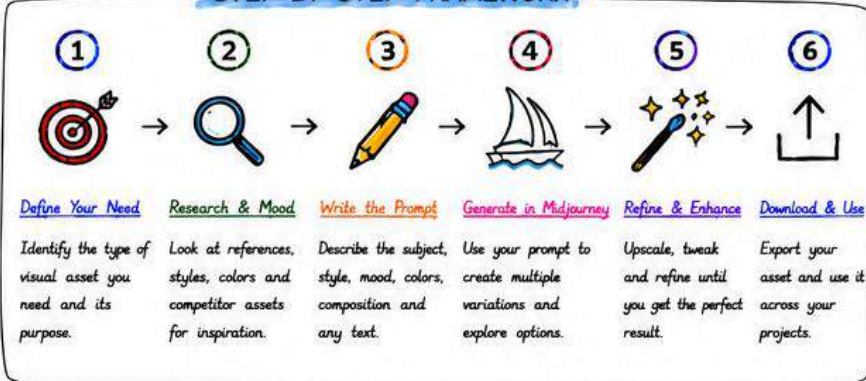


MIDJOURNEY INSIGHT

The right visual asset can grab attention, build trust and drive action. Midjourney helps you generate custom graphics in any style—photorealistic, minimal, abstract, vintage, 3D and more—tailored to your exact needs.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use clear, descriptive prompts
- ✓ Specify style, colors and composition
- ✓ Try different variations and aspect ratios
- ✓ Keep your brand consistent
- ✓ Use high resolution for professional use
- ✓ Organize your assets for easy access
- ✓ Reuse and repurpose across platforms



AVOID THIS



- ✗ Too vague or short prompts
- ✗ Ignoring composition and lighting
- ✗ Using too many conflicting styles
- ✗ Low resolution outputs
- ✗ Ignoring brand guidelines



Clear prompts create stunning results!

COPY-PASTE PROMPT

"A [SUBJECT] in [SETTING], [STYLE] style, [MOOD], [COLOR PALETTE], [LIGHTING], highly detailed, professional quality, [ASPECT RATIO]."

Example (Social Media Post):

"A modern coffee shop coffee cup on a wooden table, minimalist style, warm morning mood, soft natural light, neutral and brown tones, highly detailed, --ar 1:1"



REAL-LIFE EXAMPLE

Asset: Instagram Post for Coffee Brand



Result: A clean, inviting visual that matches the brand's warm and minimalist aesthetic.



TODAY'S CHALLENGE



Create a set of 3 creative visual assets using Midjourney!

- ① Define your asset needs
- ② Write detailed prompts
- ③ Generate and refine
- ④ Download your assets
- ⑤ Use them in a real project

Great visuals make your content unforgettable! ★

KEY TAKEAWAY



Creative visual assets capture attention, communicate your message and strengthen your brand. With Midjourney, you can generate stunning visuals that make your content stand out everywhere.



DOODLE IDEAS



Social Post



Banner Ad



Icon



Poster



Mockup



Pattern



Texture



Infographic



Thumbnail



Background



Create Product Mockups

Mock it up
before you
make it real!

Use Leonardo AI to
create realistic, high-
quality product mockups
that bring your ideas
to life.



BIG IDEA

Leonardo AI helps you create stunning product mockups for packaging, apparel, devices, print and more. Visualize your designs in realistic settings without expensive photoshoots or 3D software. Perfect for presentations, stores, brands and client pitches.



WHY THIS MATTERS

- ✓ Create realistic mockups in minutes
- ✓ Save time and money on prototyping
- ✓ Present ideas professionally
- ✓ Visualize before you produce
- ✓ Increase confidence and conversions
- ✓ Perfect for designers, brands, entrepreneurs and marketers

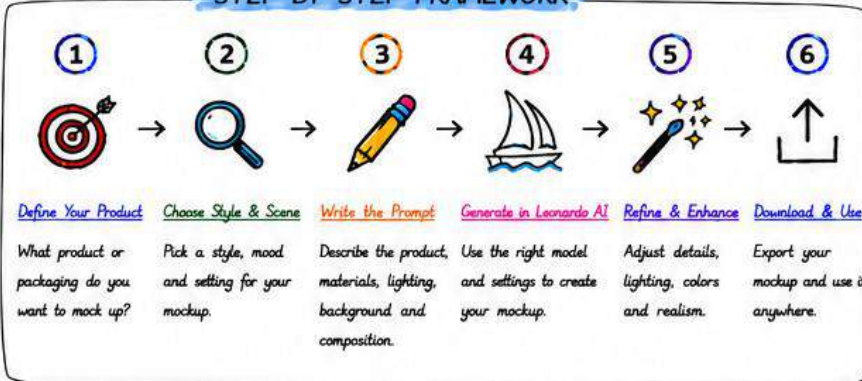


LEONARDO AI INSIGHT

Leonardo AI generates high-quality mockups with beautiful lighting, angles and realism. From minimalist to lifestyle scenes, it helps you create product visuals that look professional, polished and ready to impress clients or customers.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use high-quality, descriptive prompts
- ✓ Mention materials, lighting and angles
- ✓ Try different scenes and compositions
- ✓ Use Leonardo models like Leonardo Phoenix
- ✓ Refine and upscale for best quality
- ✓ Keep backgrounds clean or on-brand
- ✓ Save and organize your mockups



AVOID THIS



- ✗ Too vague or short prompts
- ✗ Cluttered or distracting backgrounds
- ✗ Low resolution exports
- ✗ Ignoring branding and consistency
- ✗ Using the wrong aspect ratio



Great mockups
sell ideas
before products!

COPY-PASTE PROMPT

"A realistic product mockup of a [PRODUCT TYPE] made of [MATERIAL], with [COLOR/FINISH], placed on [BACKGROUND/SETTING]. Soft [LIGHTING TYPE] lighting, shot from [ANGLE] angle. High detail, realistic shadows and reflections, clean and professional look."

Example:

"A realistic mockup of a matte black coffee mug with a white logo, placed on a wooden table in a modern kitchen. Soft natural window lighting, shot from a slightly elevated angle. High detail, realistic shadows."



REAL-LIFE EXAMPLE

Product: Skincare Serum Mockup
for Brand Launch



Result: A photorealistic mockup used for website, ads and packaging presentations.



TODAY'S CHALLENGE



Create a product mockup
using Leonardo AI!

- 1 Define your product
- 2 Write a detailed prompt
- 3 Generate your mockup
- 4 Refine and enhance
- 5 Export and share

Your mockup could be the
first step to something big!



KEY TAKEAWAY



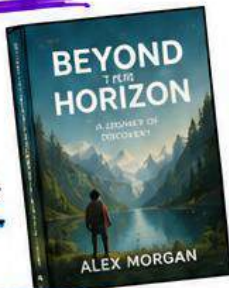
Great mockups bring ideas to life before production. With Leonardo AI, you can create realistic, professional product mockups that impress, sell and inspire.



DOODLE IDEAS



Design Book Covers



A great cover doesn't just look good—it tells your story at a glance!

Use Leonardo AI to design stunning, high-quality book covers that capture attention and sell your story. ★

BIG IDEA

Leonardo AI helps you design captivating book covers that reflect your story's genre, mood and message. Whether you're self-publishing or working with a publisher, the right cover can attract readers and make your book stand out in a crowded market. 💡

WHY THIS MATTERS

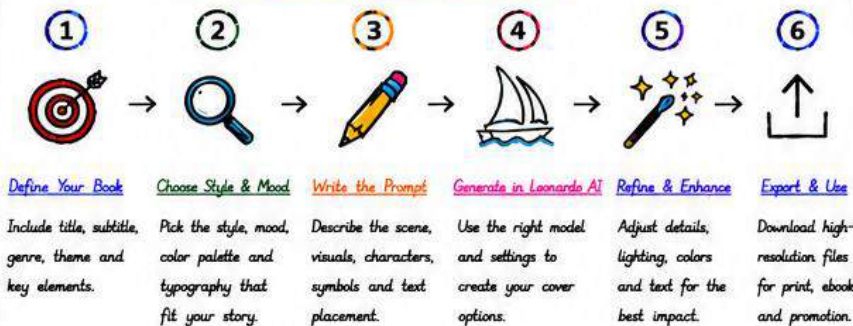
- ✓ Creates professional covers quickly
- ✓ Captures the right mood and genre
- ✓ Helps your book stand out and attract readers
- ✓ Builds trust and credibility
- ✓ Perfect for print, ebook and marketing use



LEONARDO AI INSIGHT

Leonardo AI generates unique, high-quality book cover designs with beautiful typography, imagery and composition. From fantasy to romance, sci-fi to business, it helps you bring your vision to life with stunning detail and creativity. 🧠

STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use clear, specific prompts
- ✓ Mention genre, mood and key elements
- ✓ Experiment with different compositions
- ✓ Use high-resolution settings
- ✓ Ensure text is readable and well placed
- ✓ Check print and ebook formats
- ✓ Keep a consistent brand style



AVOID THIS

- ✗ Vague or generic prompts
- ✗ Too much text on cover
- ✗ Cluttered or busy designs
- ✗ Ignoring genre expectations
- ✗ Low-resolution exports



A clear cover sells more books!

COPY-PASTE PROMPT

"A [GENRE] book cover titled '[TITLE]' with subtitle [SUBTITLE]. The scene shows [MAIN VISUAL ELEMENTS]. Mood is [MOOD]. Style: [ART STYLE]. Color palette: [COLORS]. Typography is bold and elegant. High detail, professional book cover design."

Example (Fantasy):
"A fantasy book cover titled 'SHADOWS OF ELDORIA' with subtitle 'The Rise of the Forgotten'. A lone warrior stands before an ancient castle under a stormy sky. Mood is dark and epic. Style: cinematic fantasy art. Color palette: deep blues, grays and gold."

REAL-LIFE EXAMPLE

Book: "BEYOND THE HORIZON"
Genre: Adventure / Inspirational



Result: A professional book cover that captures the theme of adventure, inspiration and discovery.



TODAY'S CHALLENGE



Design a book cover for your story using Leonardo AI!

- 1 Define your book details
- 2 Write a detailed prompt
- 3 Generate your cover
- 4 Refine and enhance
- 5 Export and share

Your cover could be the first step to bestseller! ★

KEY TAKEAWAY



A great book cover grabs attention, communicates your story and builds trust with readers. With Leonardo AI, you can design stunning covers that help your book stand out and succeed.

DOODLE IDEAS



Open Book



Quill & Ink



Fantasy Sword



Castle



Space Rocket



Coffee Cup



Tree of Life



Romance Heart



Light Bulb



Magic Wand

Create Marketing Graphics

Great graphics don't just look good—they drive results!

Use Leonardo AI to create eye-catching marketing graphics that get noticed, build trust and drive action.



BIG IDEA

Leonardo AI helps you create stunning marketing graphics that capture attention and communicate your message clearly. From social media posts and ads to banners, flyers and infographics—the right visual can boost engagement and grow your brand.



WHY THIS MATTERS

- ✓ Grabs attention in seconds
- ✓ Communicates your message clearly
- ✓ Builds brand awareness
- ✓ Increases engagement and clicks
- ✓ Saves time and design costs
- ✓ Perfect for ads, social media, websites and more

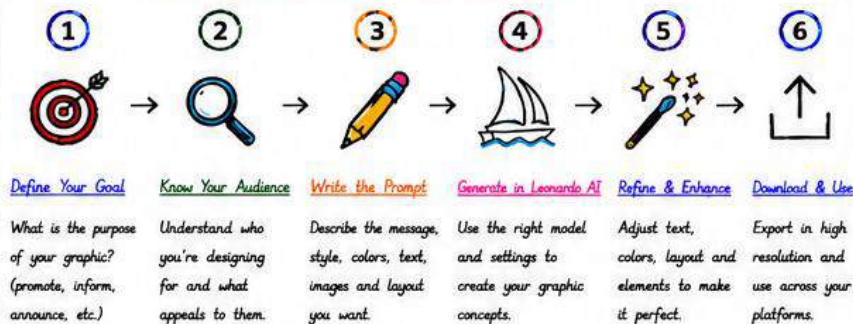


LEONARDO AI INSIGHT

Leonardo AI generates professional, high-quality marketing graphics with perfect typography, layouts and visuals. Whether you need promotional posts, ad creatives, banners or infographics, it helps you create graphics that connect with your audience and achieve your marketing goals.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use clear, action-oriented prompts
- ✓ Include text, layout and brand colors
- ✓ Try different compositions
- ✓ Use high-resolution settings
- ✓ Keep your brand style consistent
- ✓ Optimize for each platform
- ✓ Test and track your results



AVOID THIS

- ✗ Vague or generic prompts
- ✗ Too much text
- ✗ Low-resolution exports
- ✗ Ignoring brand guidelines
- ✗ Cluttered or confusing designs



Simple, clear graphics perform better!

COPY-PASTE PROMPT

"A [TYPE OF GRAPHIC] for [BRAND/PRODUCT] with the text '[HEADLINE]', [SUBHEADING]. Style: [MODERN/MINIMAL/VINTAGE]. Color palette: [COLORS]. Include [IMAGES/CONS] related to [TOPIC]. Layout: [DESCRIPTION]. High resolution, professional marketing design."

Example (Social Media Ad):
"A social media ad for a natural skincare brand with the text 'GLOW NATURALLY. EVERY DAY.' Style: minimal and fresh. Color palette: greens and whites. Include skincare bottle and leaves." Layout: clean with call to action."

REAL-LIFE EXAMPLE

Campaign: Skincare Product Launch



Result: A clean, engaging ad graphic that drives clicks and boosts sales.



TODAY'S CHALLENGE



Create a marketing graphic using Leonardo AI!

- 1 Define your goal
- 2 Write a detailed prompt
- 3 Generate your graphic
- 4 Refine and enhance
- 5 Export and share

Great graphics can turn views into customers!



KEY TAKEAWAY

Great marketing graphics attract attention, communicate your message and drive action. With Leonardo AI, you can create stunning visuals that grow your brand and achieve your marketing goals.



DOODLE IDEAS



Megaphone



Sale Tag



Percent Badge



Star Burst



Laptop Ad



Gift Box



Chart Arrow



Social Post



Email Graphic



Banner



Leonardo AI

44.
Generate
Character DesignsGreat characters
make stories
unforgettable!Use Leonardo AI to
create unique character
designs that bring your
stories, games and
ideas to life.

BIG IDEA

Leonardo AI helps you create unique, detailed character designs for any purpose—stories, games, comics, films and more. Bring your ideas to life with original characters that stand out and connect with your audience.



WHY THIS MATTERS

- ✓ Creates original characters quickly
- ✓ Brings your stories and ideas to life
- ✓ Saves time and design effort
- ✓ Ensures consistency in style and look
- ✓ Perfect for games, books, animation and branding

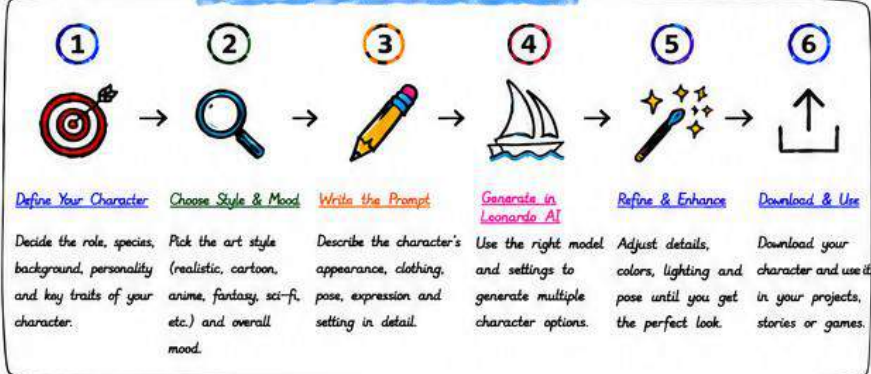


LEONARDO AI INSIGHT

Leonardo AI generates high-quality character designs with incredible detail, style and personality. Whether you need a fantasy hero, sci-fi robot, cartoon mascot or realistic portrait, it helps you create characters that fit your vision perfectly.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Be specific about appearance and details
- ✓ Mention clothing, expressions and pose
- ✓ Use reference images if needed
- ✓ Try different styles and variations
- ✓ Use high-resolution settings
- ✓ Keep your characters consistent across your project
- ✓ Organize your character library



AVOID THIS

- ✗ Vague or generic prompts
- ✗ Too many ideas in one prompt
- ✗ Ignoring character details
- ✗ Low resolution outputs
- ✗ Inconsistent style

Clear prompts
create amazing
characters!

COPY-PASTE PROMPT

"A [TYPE OF CHARACTER] who is a [ROLE/OCCUPATION], from a [WORLD/SETTING]. Appearance: [HAIR, EYES, SKIN, HEIGHT, BUILD]. Clothing: [OUTFIT DETAILS, COLORS, ACCESSORIES]. Pose: [POSE/ACTION]. Expression: [EXPRESSION]. Style: [ART STYLE]. Lighting: [LIGHTING]. Background: [BACKGROUND/ENVIRONMENT]. Mood: [MOOD/ATMOSPHERE]. Highly detailed, professional character design."



REAL-LIFE EXAMPLE

Character: Aric, The Ice Guardian



Result: A detailed fantasy character with a unique look, perfect for stories, games and concept art.



TODAY'S CHALLENGE

Create a character design
using Leonardo AI!

- 1 Define your character
- 2 Write a detailed prompt
- 3 Generate your character
- 4 Refine and enhance
- 5 Download and use

Your character could be the
hero of your next big story!

KEY TAKEAWAY



DOODLE IDEAS



Fantasy Hero



Sci-Fi Robot



Cute Animal



Villain



Wizard



Superhero



Pirate



Fairy



Samurai



Steampunk



Leonardo AI

45.
Build Creative Portfolios

Your portfolio
is your story—
make it unforgettable!

Use Leonardo AI to
create stunning visuals
that showcase your
skills, personality and
creativity.

BIG IDEA

Leonardo AI helps you build creative, professional portfolios that highlight your best work and make a lasting impression. Whether you're a designer, photographer, artist, writer or developer, a strong portfolio opens doors to opportunities and clients.



WHY THIS MATTERS

- ✓ Showcases your skills and style
- ✓ Builds credibility and trust
- ✓ Attracts clients, employers and collaborations
- ✓ Sets you apart from the competition
- ✓ Gives you confidence in your work

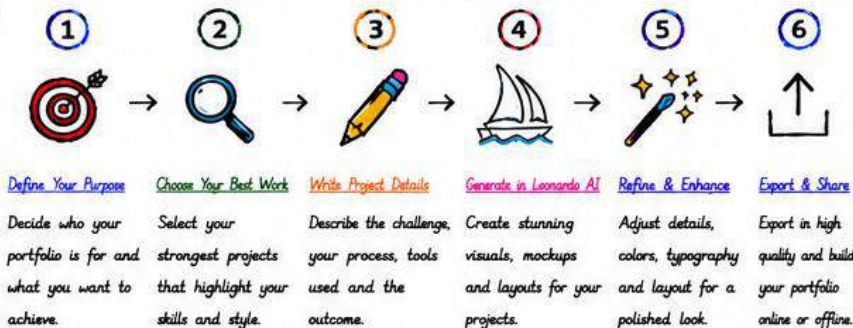


LEONARDO AI INSIGHT

Leonardo AI generates professional, high-quality visuals for your portfolio with perfect composition, lighting and detail. From project showcases and mockups to personal branding images and layouts, it helps you create a portfolio that stands out and gets you noticed.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use clear, professional prompts
- ✓ Include project goals and results
- ✓ Use consistent colors and typography
- ✓ Add personal branding elements
- ✓ Optimize for desktop and mobile
- ✓ Keep your portfolio easy to navigate
- ✓ Update regularly with new work



AVOID THIS

- ✗ Using weak or outdated work
- ✗ Cluttered or confusing layout
- ✗ Too much text
- ✗ Low-resolution images
- ✗ Ignoring mobile experience



A clean,
focused portfolio
makes you
memorable!

COPY-PASTE PROMPT

"A [PROFESSION] portfolio project showcase for [PROJECT TYPE]. Include a clean layout with [IMAGE/PROJECT PREVIEW], project title '[TITLE]', brief description, tools used and results. Style: modern, minimal, [COLOR SCHEME], high detail, [UNIQUE DESIGN/STYLE]."

Example (Designer Project):
"A graphic design portfolio project include a clean layout with 'lego mockup, project title 'GreenLeaf Brand Identity', description, tools used and results. Style: modern, minimal, green and white, high detail."



REAL-LIFE EXAMPLE

Project: Brand Identity Design



Tools: Leonardo AI, Photoshop

Result: A professional brand identity project with logo, color palette, typography and mockups.



TODAY'S CHALLENGE



Build a portfolio project showcase using Leonardo AI!

- 1 Define your project
- 2 Write a detailed prompt
- 3 Generate your visuals
- 4 Refine and enhance
- 5 Export and build your portfolio

Your portfolio could be the key to your next big opportunity!



KEY TAKEAWAY



A strong portfolio showcases your skills, builds trust and opens doors to new opportunities. With Leonardo AI, you can create stunning, professional portfolio designs that make you stand out.



DOODLE IDEAS



Project Mockup



About Me



Skills



Swile



Case Study



Testimonials



Contact



Social Links



Services



Portfolio Cover

Adobe Firefly



46. Edit Photos with AI

Perfect photos
don't happen by
chance—AI makes
it easy!

Use Adobe Firefly
to edit photos
beautifully and
effortlessly.

BIG IDEA

Adobe Firefly uses the power of AI to help you edit photos like a pro—without needing complicated software skills. From simple enhancements to advanced transformations, Firefly makes photo editing faster, easier and more creative than ever.



WHY THIS MATTERS

- ✓ Save time with quick, intelligent edits
- ✓ Enhance image quality instantly
- ✓ Remove distractions with ease
- ✓ Create stunning visuals for any purpose
- ✓ Ideal for creators, marketers, businesses and everyday users

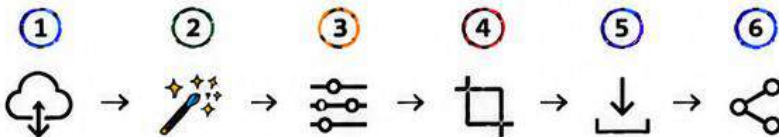


ADOBE FIREFLY INSIGHT

Adobe Firefly combines the power of generative AI with professional-grade editing tools. It helps you enhance, transform and reimagine photos with natural results—whether you're working on social media posts, product images or personal projects.



STEP-BY-STEP FRAMEWORK



1 Upload Your Photo

Upload your image to Adobe Firefly. Supports JPG, PNG and more.

2 Choose an AI Tool

Select from tools like Generative Fill, Remove, Enhance, or Style Transfer.

3 Adjust & Refine

Use AI suggestions and manual sliders to fine-tune your photo.

4 Crop & Compose

Adjust cropping, alignment and composition for the perfect look.

5 Download

Export your edited photo in high resolution.

6 Share & Use

Share your photo on social media, websites, or print with confidence.

DO THIS

- ✓ Use high-quality source images
- ✓ Experiment with different AI tools
- ✓ Adjust lighting, colors and details
- ✓ Remove unwanted objects or distractions
- ✓ Save in the right format for your use
- ✓ Backup your original photos
- ✓ Keep your edits natural and consistent



AVOID THIS

- ✗ Over-editing and making images look unnatural
- ✗ Using low-resolution photos
- ✗ Ignoring composition and lighting
- ✗ Forgetting to save originals



Good edits enhance, bad edits distract!

FIREFLY EXAMPLE

AI Remove Tool in Action

BEFORE



AFTER



FIREFLY EXAMPLE

AI Enhance & Color Adjustment

BEFORE



AFTER



TODAY'S CHALLENGE



Edit a photo using Adobe Firefly AI!

- 1 Upload your photo
- 2 Remove or enhance something
- 3 Adjust colors and lighting
- 4 Crop and refine composition
- 5 Download and share your amazing result

Your photo could be your next masterpiece!



KEY TAKEAWAY



AI photo editing saves time, enhances quality and unlocks your creativity. With Adobe Firefly, you can turn good photos into stunning visuals that leave a lasting impression.



DOODLE IDEAS



Camera



Magic Wand



Palette



Crop Tool



Download



Sparkles



Photo Frame



Cloud Upload



Sun



Eye



Adobe Firefly

47.

Remove
Unwanted ObjectsClean photos
create a stronger
impact—AI makes
it simple!Use Adobe Firefly
to remove unwanted
objects and get
clean, professional
photos.

BIG IDEA

Adobe Firefly makes it easy to remove unwanted objects or distractions from your photos—instantly. Whether it's people, clutter, text or random objects, AI helps you create clean, focused images that look natural and professional.



WHY THIS MATTERS

- ✓ Creates clean, distraction-free photos
- ✓ Enhances visual quality and focus
- ✓ Saves time on manual editing
- ✓ Perfect for product photos, portraits, real estate and social media
- ✓ Helps your content look professional and trustworthy

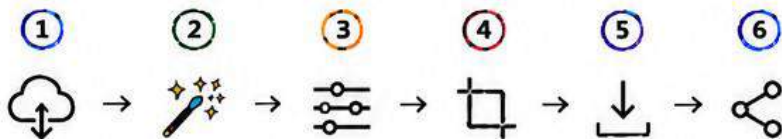


ADOBE FIREFLY INSIGHT

Adobe Firefly's Remove Tool uses generative AI to intelligently fill in the background when an object is removed. The result looks natural, seamless and realistic—no complex editing skills needed. Get pro-level results in just a few clicks.



STEP-BY-STEP FRAMEWORK



1 Upload Your Photo

Upload your image to Adobe Firefly. Supports JPG, PNG and more.

2 Select Remove Tool

Choose the Remove tool from the editing options.

3 Brush Over Object

Brush over the unwanted object or distraction you want to remove.

4 AI Removes It

Firefly's AI fills in the background seamlessly.

5 Refine & Adjust

Make any final adjustments to ensure a perfect result.

6 Download & Use

Download your clean, polished photo and use it anywhere.

DO THIS

- ✓ Use high-resolution source images
- ✓ Brush carefully over the object
- ✓ Zoom in to check small details
- ✓ Adjust lighting if needed
- ✓ Keep the background consistent
- ✓ Save in high quality
- ✓ Use for web, print or social media



AVOID THIS

- ✗ Removing large complex areas
- ✗ Using blurry or low-resolution images
- ✗ Ignoring background details
- ✗ Over-editing the same area
- ✗ Forgetting to preview results



Small, careful
edits give the
best results!

FIREFLY EXAMPLE

Remove Object Example



Result: The canoe and people are removed seamlessly, leaving a clean and natural background.



FIREFLY EXAMPLE

Remove Text Example



Result: The text is removed and the wall texture is perfectly restored.



TODAY'S CHALLENGE



Remove something
unwanted from a photo
using Adobe Firefly!

- 1 Upload your photo
- 2 Select the Remove tool
- 3 Brush over the unwanted object
- 4 Let Firefly do the magic
- 5 Download your clean photo

Your clean photo could make
a big impact!



KEY TAKEAWAY

Removing unwanted objects creates clean, professional photos that capture attention. With Adobe Firefly, you can easily edit photos and make them perfect for any purpose.



DOODLE IDEAS



Magic Wand



Brush



Eraser



Photo Frame



Sparkles



Camera



Cloud



Sun



Star



Eye



Adobe Firefly

48.
Generate
Marketing Images

Great marketing starts with visuals that connect and convert!

Use Adobe Firefly to create stunning marketing images that grab attention and drive results. ★

BIG IDEA

Adobe Firefly helps you create professional, eye-catching marketing images—banners, social media posts, ads, posters and more. With the power of generative AI, you can quickly produce original visuals that match your brand and message perfectly. 💡

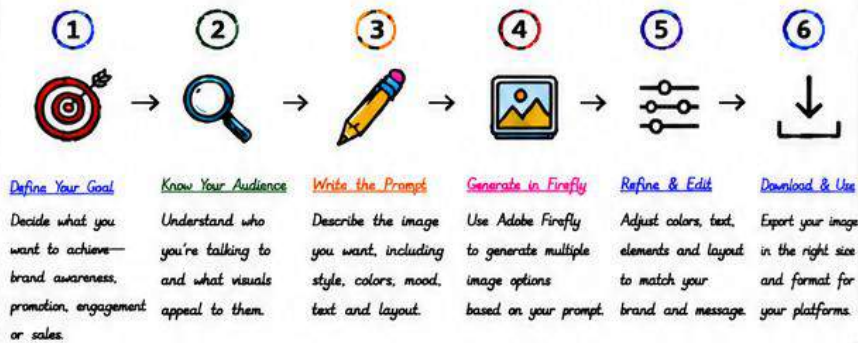
WHY THIS MATTERS

- ✓ Captures attention instantly
- ✓ Communicates your message clearly
- ✓ Boosts engagement and conversions
- ✓ Saves time and design costs
- ✓ Creates consistent, on-brand visuals
- ✓ Gives you an edge over competitors ★

ADOBE FIREFLY INSIGHT

Adobe Firefly combines the power of generative AI with safe, commercial use content to help marketers create stunning visuals in seconds. From product shots and lifestyle images to promotional banners and social media graphics, Firefly helps you bring your campaigns to life—faster and easier than ever. 🧠

STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use high-quality, brand-safe images
- ✓ Keep text short and impactful
- ✓ Use strong contrast and colors
- ✓ Maintain consistent branding
- ✓ Optimize for each platform
- ✓ Test different variations
- ✓ Track performance and improve ★

AVOID THIS ✖

- ✖ Using cluttered or busy designs
- ✖ Using too much small text
- ✖ Low-resolution images
- ✖ Ignoring brand guidelines
- ✖ Generic or boring visuals



Simple, clear and relevant visuals always work best!

FIREFLY EXAMPLE



Result: A vibrant social media post that drives clicks and engagement. 📋

FIREFLY EXAMPLE



Result: A professional ad banner that promotes and converts. 💻

TODAY'S CHALLENGE



Create a marketing image using Adobe Firefly!

- 1 Define your goal
- 2 Write a detailed prompt
- 3 Generate your image
- 4 Refine and enhance
- 5 Download and share

Your image could be the highlight of your next campaign! ★

KEY TAKEAWAY

Great marketing images capture attention, communicate your message and drive action. With Adobe Firefly, you can create stunning, on-brand visuals that make your campaigns stand out and get results.



DOODLE IDEAS



Megaphone



Target



Light Bulb



Camera



Paint Brush



Chart



Star



Tag



Laptop



Share



Heart



Rocket

Adobe Firefly

49.

Create Social Media Creatives



Scroll-stopping content starts with stunning creatives!

Use Adobe Firefly to create eye-catching social media visuals that grow your brand and engage your audience.

BIG IDEA

Social media is all about attention. Adobe Firefly helps you create engaging, on-brand visuals—quotes, promotions, announcements and more—that stop the scroll, spark interest and drive likes, shares and conversions.



WHY THIS MATTERS

- ✓ Captures attention in crowded feeds
- ✓ Strengthens brand identity
- ✓ Boosts engagement and reach
- ✓ Saves time with AI-generated visuals
- ✓ Keeps your content fresh and consistent
- ✓ Helps turn followers into customers



ADOBE FIREFLY INSIGHT

Adobe Firefly gives you the power of generative AI and professional design tools to create beautiful, on-brand social media content in seconds.

Whether you need quotes, product highlights or seasonal posts, Firefly makes it easy to design visuals that connect and convert.



STEP-BY-STEP FRAMEWORK

1



Define Your Goal

Decide what you want to achieve—awareness, engagement, traffic or sales.

2



Know Your Audience

Understand your audience's interests, pain points and what content resonates.

3



Write Your Prompt

Describe the visual you want—include theme, text, color, mood and style.

4



Generate in Firefly

Use Adobe Firefly to create multiple options based on your prompt.

5



Refine & Edit

Adjust text, colors, layout and elements to match your brand.

6



Download & Post

Export in the right size and format, then schedule or post your content.

DO THIS

- ✓ Use high contrast and vibrant visuals
- ✓ Keep text short, clear and impactful
- ✓ Maintain consistent branding and fonts
- ✓ Use the right size for each platform
- ✓ Test different styles and formats
- ✓ Include a call-to-action (CTA)
- ✓ Track performance and improve



AVOID THIS



- ✗ Using cluttered or busy designs
- ✗ Too much text in one image
- ✗ Low-resolution or blurry images
- ✗ Ignoring brand consistency
- ✗ Weak or missing CTA



Keep it simple, clean and on brand!

FIREFLY EXAMPLE

Quote Post



Result: An inspirational quote post that motivates and engages your audience.

FIREFLY EXAMPLE

Product Promotion



Result: A clean product promo that highlights benefits and drives sales.

TODAY'S CHALLENGE



Create a social media creative using Adobe Firefly!

- 1 Define your goal and audience
- 2 Write a detailed prompt
- 3 Generate your image
- 4 Refine and enhance it
- 5 Download and post it

Your post could be the one that grows your brand today!



KEY TAKEAWAY

Great social media creatives stop the scroll, tell your story and drive action. With Adobe Firefly, you can create stunning, on-brand visuals that build your audience and grow your business.



DOODLE IDEAS



66



Quote

Product

Announcement

Tip

Reminder

Behind the Scenes

Testimonial

Event

Offer

Poll



The Nation Collective

| Build The Life You Deserve



Adobe Firefly

50.
Improve
Existing DesignsBetter designs
grab attention,
communicate clearly
and convert!Use Adobe Firefly
to enhance and
improve your existing
designs with the
power of AI. ★

BIG IDEA

Good design can always be better. Adobe Firefly helps you take existing designs and transform them into polished, professional visuals. From upgrading layouts and colors to improving fonts and images, AI-powered tools make your designs more impactful and effective.



WHY THIS MATTERS

- ✓ Enhanced visuals attract more attention
- ✓ Clearer message and stronger impact
- ✓ Improves brand consistency
- ✓ Increases engagement and conversions
- ✓ Saves time compared to starting over
- ✓ Helps your design look modern and professional

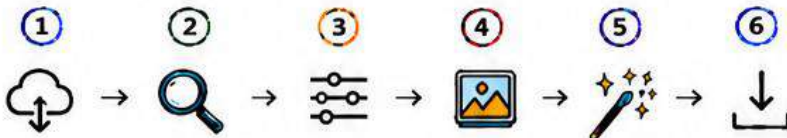


ADOBE FIREFLY INSIGHT

Adobe Firefly combines generative AI with professional design control to help you enhance existing graphics with better layouts, improved images, stronger typography and refined colors. It's the perfect way to take your designs from good to outstanding—without starting from scratch.



STEP-BY-STEP FRAMEWORK



Upload Your Design

Upload the design you want to improve in Adobe Firefly.

Analyze the Design

Examine the layout, colors, fonts and elements to identify improvement areas.

Adjust & Refine

Use AI tools to improve colors, typography, layout and contrast.

Enhance Elements

Upgrade images, icons and graphics for better quality and impact.

Apply AI Magic

Use generative AI to add or replace elements that elevate the design.

Download & Use

Export your improved design in the right format.

DO THIS

- ✓ Use high-quality images and graphics
- ✓ Improve contrast for readability
- ✓ Keep typography clean and consistent
- ✓ Use brand colors and styles
- ✓ Remove clutter and distractions
- ✓ Align elements for a balanced layout
- ✓ Export in the best format for your goal



AVOID THIS

- ✗ Overcrowded or cluttered layouts
- ✗ Using too many fonts or colors
- ✗ Low-resolution or blurry images
- ✗ Weak contrast and readability
- ✗ Ignoring brand guidelines



Small improvements can make a big difference!

BEFORE EXAMPLE

BEFORE

FITNESS
BOOTCAMPJOIN NOW
Get Fit. Feel Great.

AFTER

FITNESS
BOOTCAMP

STRONGER BODY. STRONGER YOU

JOIN NOW

Result: Improved colors, typography, image and layout for stronger impact.

FIREFLY EXAMPLE

BEFORE

EXPLORE
THE WORLD

BOOK NOW

AFTER

EXPLORE
THE WORLD

ADVENTURE AWAITS

BOOK NOW

Result: Enhanced image, better contrast, stronger typography and clear call-to-action.

TODAY'S CHALLENGE



Choose an existing design you want to improve using Adobe Firefly!

- 1 Analyze the design
- 2 Improve colors, fonts and layout
- 3 Enhance images and elements
- 4 Refine and perfect it
- 5 Download your improved design

Your improved design could make a lasting impact! ★

KEY TAKEAWAY

Improving existing designs saves time and delivers better results. With Adobe Firefly, you can enhance visuals, strengthen your message and create designs that truly stand out.



DOODLE IDEAS



Palette



Font Pairing



Image Enhance



Magic Wand



Layout Grid



Brand Style



Contrast



Export



Share





51. Generate Videos from Text

Describe it
in words,
see it in
motion!

Use Runway to turn
your ideas, stories and
scripts into stunning
videos — in minutes,
not hours!

BIG IDEA

Runway AI lets you generate high-quality videos from simple text prompts. It understands your description and creates visuals, movements and scenes that bring your ideas to life.



WHY THIS MATTERS

- ✓ Turns ideas into videos instantly
- ✓ Saves time and production costs
- ✓ No filming or editing skills needed
- ✓ Great for content, marketing, education and storytelling
- ✓ Helps you create more, faster and with impact

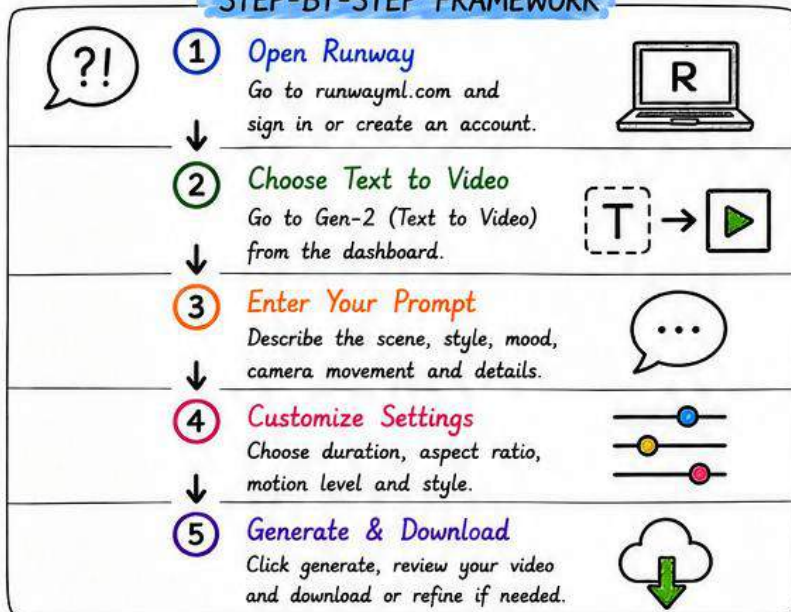


RUNWAY INSIGHT

The more specific and visual your text prompt, the better Runway understands your vision. Add details like style, mood, camera movement and lighting to get amazing results.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Write detailed and visual prompts
- ✓ Specify style, lighting and mood
- ✓ Keep prompts clear and focused
- ✓ Use references if needed
- ✓ Review and refine your video



AVOID THIS

- ✗ Vague or one-word prompts
- ✗ Asking for too many things
- ✗ Ignoring style and mood details
- ✗ Using too much text in prompts
- ✗ Expecting perfect results in first try



Be clear,
be specific,
get better videos!

COPY-PASTE PROMPT

Create a cinematic video of [SCENE DESCRIPTION], in [LOCATION], during [TIME], with [LIGHTING and MOOD]. Camera [MOVEMENT], style: [VISUAL STYLE]. The scene looks [ADDITIONAL DETAILS].



REAL-LIFE EXAMPLE

Prompt: "A sunny morning in the mountains, drone shot flying over green valleys, mist rising, peaceful and inspiring, cinematic, ultra realistic."

Result: Runway generates a beautiful landscape video that you can use for travel content, presentations, ads or social media.



TODAY'S CHALLENGE



Write a text prompt and generate one short video using Runway.

Steps:

- 1 Write your prompt
- 2 Generate the video
- 3 Review and refine
- 4 Share or save it

One idea today,
one video created!



KEY TAKEAWAY

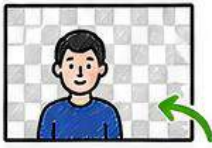


Runway turns your words into videos. The clearer your prompt, the better your video will be.



DOODLE IDEAS

- ★ Clapperboard
- ★ Play button
- ★ Film strip
- ★ Camera
- ★ Lightbulb
- ★ Stars

52. Remove
Video BackgroundsClean background.
More focus.
Better videos!Use Runway to
instantly remove
backgrounds from
videos and create
clean, professional
shots.

BIG IDEA

Runway makes it easy to remove or replace video backgrounds using AI. It isolates your subject instantly, so your videos look clean, professional and ready to use.



WHY THIS MATTERS

- ✓ Creates clean, distraction-free videos
- ✓ Great for presentations, explainers and social content
- ✓ Saves time - no green screen needed
- ✓ Looks professional and polished
- ✓ Works anywhere, no studio required



RUNWAY INSIGHT

Runway's AI Background Remover detects your subject and removes the background with high accuracy - even with movement, hair and complex edges.



STEP-BY-STEP FRAMEWORK



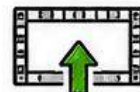
1 Go to Runway

Open runwayml.com and log in to your account.



2 Upload Your Video

Click "New Project" and upload the video file.



3 Select Remove Background

Go to Tools > Remove Background (Use "Green Screen" or "AI Background Remover").



4 Process & Preview

Runway AI removes the background instantly. Preview your video.



5 Download Your Video

Export your video with a transparent or solid background.



DO THIS

- ✓ Use high-quality videos
- ✓ Good lighting = better results
- ✓ Keep your subject sharp and clear
- ✓ Use transparent background for more flexibility
- ✓ Preview and adjust if needed



AVOID THIS

- ✗ Busy or cluttered backgrounds
- ✗ Poor lighting or blurry subject
- ✗ Fast movement with motion blur
- ✗ Low-resolution videos
- ✗ Forgetting to preview before export

Quality in,
quality out!

COPY-PASTE PROMPT

Remove the background from this video and make it transparent. Keep the subject sharp and clean. Maintain natural edges and smooth motion.



REAL-LIFE EXAMPLE

You recorded a talking head video in your room.

With Runway, you remove the background and place yourself in any setting - office, studio or custom background.

Result: Professional video without any extra equipment!



TODAY'S CHALLENGE



Pick one of your videos and remove the background using Runway.

Steps:

- 1 Upload your video
- 2 Remove the background
- 3 Preview the result
- 4 Download and share it!



KEY TAKEAWAY



Runway removes video backgrounds in seconds, so you can create clean, professional videos anytime, anywhere.



DOODLE IDEAS

- ★ Video frame
- ★ Transparent bg pattern
- ★ Magic wand
- ★ Check mark
- ★ Download cloud



53. Create Marketing Videos

Turn viewers into customers with videos that sell!

Use Runway to create attention-grabbing marketing videos that promote your brand, product or service and drive more sales. ★

BIG IDEA

Runway helps you create high-quality marketing videos from simple text prompts. Perfect for ads, product promos, social media and brand storytelling.



WHY THIS MATTERS

- ✓ Grab attention in seconds
- ✓ Increase engagement and conversions
- ✓ Promote your products or services
- ✓ Save time and production costs
- ✓ Create pro-looking videos without a team



RUNWAY INSIGHT

Great marketing videos are short, clear and emotion-driven. Runway turns your ideas and offers into powerful videos that connect, engage and convert.



STEP-BY-STEP FRAMEWORK



- 1 **Define Your Goal**
What do you want to promote?
Product, offer, brand or event?
- 2 **Write Your Prompt**
Describe your product, audience, message and vibe.
- 3 **Choose Style & Mood**
Pick the visual style, tone, colors, music mood and pacing.
- 4 **Generate Your Video**
Let Runway create your marketing video in minutes.
- 5 **Review & Export**
Preview, make final tweaks and download your video.



DO THIS

- ✓ Start with a strong hook (first 2-3 sec)
- ✓ Show benefits, not just features
- ✓ Keep your message short and clear
- ✓ Use captions and bold visuals
- ✓ End with a clear call-to-action



AVOID THIS

- ✗ Talking too much or long intros
- ✗ Weak or unclear message
- ✗ Using low-quality visuals
- ✗ No call-to-action
- ✗ Making it too boring or generic



Boring videos don't sell!

COPY-PASTE PROMPT

Create a marketing video for [PRODUCT/SERVICE] that highlights its key benefits, solves [CUSTOMER PROBLEM] and encourages viewers to take action. Use a [MOOD] tone with [STYLE] visuals and a strong call-to-action.



REAL-LIFE EXAMPLE

Product: Organic Skincare Brand
Goal: Promote new face serum
Runway Prompt: "Create a 30-second marketing video for an organic face serum. Highlight natural ingredients, glowing skin, before & after, and a 'Shop Now' CTA."
Result: A beautiful, engaging video with product shots, happy customers and a clear call-to-action that drives sales.



TODAY'S CHALLENGE



Create one marketing video for your business, product or offer using Runway.

Steps:

- 1 Define your offer
- 2 Write your prompt
- 3 Generate your video
- 4 Share it on social media

One video can bring you many customers!



KEY TAKEAWAY



Runway helps you turn your message into powerful marketing videos that attract attention, build trust and drive more sales.



DOODLE IDEAS

- ★ Megaphone
- ★ Play button
- ★ Video film strip
- ★ Target
- ★ Lightbulb



54. Transform Images into Videos

Bring your images to life.
Create motion, story and magic!

Use Runway to turn any image into stunning videos with motion, effects and creativity in just a few clicks. ★

BIG IDEA

Runway lets you transform any image into a dynamic video using AI. Add motion, camera moves, effects and atmosphere to bring your photos, artwork and designs to life.



WHY THIS MATTERS

- ✓ Breathe life into still images
- ✓ Create engaging content fast
- ✓ Perfect for ads, social media and storytelling
- ✓ No video editing skills needed
- ✓ Saves time and production costs



RUNWAY INSIGHT

Runway's image-to-video AI understands depth, motion and perspective to create smooth, realistic videos from a single image.



STEP-BY-STEP FRAMEWORK



1 Upload Your Image

Upload the image you want to animate on Runway.



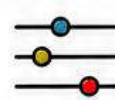
2 Describe the Motion

Write a prompt to describe the motion, scene and camera movement.



3 Choose Settings

Select duration, aspect ratio, style, camera movement and mood.



4 Generate Video

Click generate and let Runway create your video.



5 Review & Download

Preview your video, make tweaks if needed and download.



DO THIS

- ✓ Use high-resolution images
- ✓ Write clear, detailed prompts
- ✓ Add camera movement for depth
- ✓ Match motion to the mood
- ✓ Review and refine your video



AVOID THIS

- ✗ Using low-quality or blurry images
- ✗ Vague or one-word prompts
- ✗ Too much motion in a single scene
- ✗ Ignoring aspect ratio for platform
- ✗ Forgetting to preview before export



Small tweaks make a big difference!

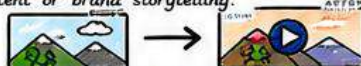
COPY-PASTE PROMPT

Turn this image into a cinematic video. Add [MOTION DESCRIPTION] with [CAMERA MOVEMENT]. The scene should feel [MOOD]. Style: [VISUAL STYLE]. Duration: [DURATION]. Keep it smooth and realistic.



REAL-LIFE EXAMPLE

Image: Mountain landscape at sunrise
Prompt: "Slow camera push forward over the mountains with clouds moving and sunlight glowing. Peaceful and inspiring cinematic style."
Result: Runway creates a stunning video with moving clouds, light changes and smooth camera motion - perfect for travel content or brand storytelling.



TODAY'S CHALLENGE



Pick one of your images and transform it into a short video using Runway.

Steps:

- 1 Upload your image
- 2 Write your motion prompt
- 3 Generate your video
- 4 Share it on social media

One image today, many stories told!



KEY TAKEAWAY



Runway turns your still images into moving stories. Add motion, mood and magic to create videos that capture attention and inspire action.



DOODLE IDEAS

- ★ Camera icon
- ★ Play button
- ★ Magic wand
- ★ Clouds
- ★ Arrows
- ★ Film strip





55. Produce YouTube Content

Create. Upload.
Grow. Repeat.
That's the
YouTube way!

Use Runway to create engaging YouTube videos faster – from scripts to visuals, b-roll, intros, outros and more! ★

BIG IDEA

Runway helps you create high-quality videos for your YouTube channel using AI. From faceless videos to B-roll, intros, explainers and more – all in less time with pro-level results.



WHY THIS MATTERS

- ✓ Create consistent, high-quality content
- ✓ Save hours of filming and editing
- ✓ Perfect for faceless and informational YouTube channels
- ✓ Increase watch time and engagement
- ✓ Stay ahead of the competition ★

RUNWAY INSIGHT

Runway combines AI video generation, B-roll, motion graphics and smart editing tools to help you produce YouTube videos that look professional and keep viewers watching till the end. 🧠

STEP-BY-STEP FRAMEWORK

?! 1 Plan Your Video Pick a topic, define your angle and outline key points.	
↓ 2 Write Your Script Create a clear, engaging script or use AI to help draft it.	
↓ 3 Generate Visuals & B-roll Use Runway to generate scenes, B-roll, motion graphics and stock shots.	
↓ 4 Edit & Add Enhancements Edit with Runway's tools – add text, transitions, music, effects and subtitles.	
↓ 5 Export & Upload to YouTube Export in high quality, create a thumbnail, write title & description and publish!	

DO THIS

- ✓ Hook your audience in the first 5 seconds
- ✓ Use high-quality visuals and B-roll
- ✓ Keep your edits clean and dynamic
- ✓ Add captions for better retention
- ✓ End with a strong CTA (like, subscribe, comment) ★

AVOID THIS

- ✗ Boring intros or slow pacing
- ✗ Too much text or cluttered visuals
- ✗ Ignoring audio quality
- ✗ Using low-res or irrelevant clips
- ✗ No call-to-action at the end



Boring videos don't get views!

COPY-PASTE PROMPT

Create a YouTube video about [TOPIC] for a [TARGET AUDIENCE]. The tone is [TONE]. Include an engaging intro, key points, B-roll ideas, and a strong call-to-action.
Video length: [X minutes].
Style: [VISUAL STYLE].



REAL-LIFE EXAMPLE

Channel: Tech Simplified
Topic: "5 AI Tools You Should Use in 2024"
How Runway helped:

- Created intro animation
- Generated B-roll for each tool
- Added motion graphics for key points
- Edited the full video in under 1 hour

Result: 15K views in the first week and 600+ new subscribers!



TODAY'S CHALLENGE



Plan and create a 1-3 minute YouTube video using Runway.

Steps:

- 1 Plan your topic
- 2 Write a short script
- 3 Generate visuals in Runway
- 4 Edit and export
- 5 Upload and share!

One video today can start your growth journey! ★

KEY TAKEAWAY



Runway helps you plan, create and produce professional YouTube content faster – so you can educate, entertain and grow your channel with videos that stand out.



DOODLE IDEAS

- ★ YouTube logo
- ★ Play button
- ★ Clapperboard
- ★ Camera
- ★ Subscriber bell
- ★ Growth chart

Edit smarter.
Save time.
Create viral
Reels faster!



56. Edit Reels Automatically

Use CapCut AI to turn raw clips into viral Reels automatically – with cuts, captions, effects and transitions.

BIG IDEA

CapCut AI edits your Reels automatically using smart cuts, captions, effects and transitions – so you can create engaging short videos without spending hours editing.



WHY THIS MATTERS

- ✓ Saves hours of editing time
- ✓ Creates polished, professional Reels
- ✓ Boosts engagement & watch time
- ✓ AI finds the best moments for impact
- ✓ Perfect for content creators, businesses and influencers



CAPCUT AI INSIGHT

CapCut AI uses smart tools like Auto-Cut, Auto-Captions, AI Effects and Beat Sync to turn your raw footage into attention-grabbing Reels in minutes.

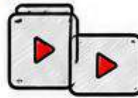


STEP-BY-STEP FRAMEWORK



1 Import Your Clips

Open CapCut and import your raw video clips.



2 Use Auto Edit (AI)

Tap 'Auto Edit' and let AI analyze and cut the best parts.



3 Add Captions Automatically

Use 'Auto Captions' to generate accurate subtitles instantly.



4 Apply Effects & Music

Choose trending effects, filters and music with one tap.



5 Review & Export

Preview your Reel, make final tweaks and export in high quality.



DO THIS

- ✓ Use vertical 9:16 format
- ✓ Keep clips short and engaging
- ✓ Let AI pick the best moments
- ✓ Add captions for max retention
- ✓ Use trending music & effects



AVOID THIS

- ✗ Using long boring clips
- ✗ No captions (low engagement!)
- ✗ Too many effects or filters
- ✗ Poor audio or low-quality videos
- ✗ Ignoring the hook in the first 3 seconds



Boring Reels get scrolled!

COPY-PASTE PROMPT

I want to create a short, engaging Instagram Reel for [TOPIC]. Make it fast-paced, with smart cuts, captions, trendy effects and music. Highlight the key message in the first 3 seconds to grab attention.



REAL-LIFE EXAMPLE

Creator: Fitness Coach
Goal: Create a Reel about "5 Simple Home Workouts"
Using CapCut AI:

- Auto-cut the best workout clips
- Added auto captions
- Added beat sync music
- Applied dynamic transitions

Result: 1 Reel = 25K+ views and 500+ saves!



TODAY'S CHALLENGE



Create one Instagram Reel using CapCut AI.
Steps:

- 1 Import your clips
- 2 Use Auto Edit
- 3 Add captions
- 4 Add music & effects
- 5 Export and share!

One Reel today can bring you new followers!



KEY TAKEAWAY



CapCut AI helps you edit Reels automatically – saving time, boosting engagement and helping you create viral content with ease!



DOODLE IDEAS

- ★ Play button
- ★ Film strip
- ★ Magic wand
- ★ Captions box
- ★ Music notes
- ★ Sparkles



57. Generate Auto Captions

Let your words
be seen by
everyone!

Use CapCut AI to generate accurate auto captions in seconds and make your videos accessible, engaging and reach more people. ★

BIG IDEA

CapCut AI automatically transcribes speech in your videos and generates accurate captions – so your content is easier to understand, more engaging and can reach a wider audience.



WHY THIS MATTERS

- ✓ Makes your videos accessible to all (including people who are deaf or hard of hearing)
- ✓ Boosts watch time and engagement
- ✓ Helps non-native viewers understand better
- ✓ Improves SEO and discoverability
- ✓ Saves time – no manual typing



CAPCUT AI INSIGHT

Auto Captions in CapCut AI are fast, accurate and customizable. You can edit the text, change the style, highlight keywords and even translate captions to other languages – all in one place!



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use clear audio for best accuracy
- ✓ Choose the correct language
- ✓ Keep captions short and readable
- ✓ Highlight key words or phrases
- ✓ Place captions safely (not too low)
- ✓ Use contrasting colors for visibility



AVOID THIS



- ✗ Low audio or background noise
- ✗ Talking too fast or unclear speech
- ✗ Ignoring typos after generation
- ✗ Using small font or low contrast
- ✗ Placing captions over important visuals

Bad captions
lose viewers!



COPY-PASTE PROMPT

Generate auto captions for this video. Detect the spoken words accurately and add captions with proper punctuation. Keep captions short, clear and easy to read.



REAL-LIFE EXAMPLE

Creator: Travel Vlogger
Goal: Make travel tips video accessible
How CapCut AI helped:

- Generated captions in 10 seconds
- Reached 3x more audience
- Increased watch time by 35%
- Got more saves and shares

Result: More people understood and engaged – even on mute!



▶ 25K ♥ 2.1K ● 480

TODAY'S CHALLENGE



Pick one of your old videos and add auto captions using CapCut AI.

Steps:

- 1 Import your video
- 2 Generate auto captions
- 3 Customize the style
- 4 Export and share
- 5 Notice the engagement!



KEY TAKEAWAY



Auto captions make your content accessible, engaging and powerful. CapCut AI helps you generate accurate captions in seconds – reach more people, get more views!



DOODLE IDEAS

- ★ Speech bubble
- ★ Mic
- ★ Subtitles bar
- ★ Glasses (accessibility)
- ★ Global icon
- ★ Video player

Short videos.
Big impact.
Go viral!

Use CapCut AI to create high-quality, trendy and attention-grabbing short videos that get more views, likes and shares.

58. Create Viral Short Videos

BIG IDEA

CapCut AI gives you powerful tools to turn any idea into viral short videos with trending effects, smart cuts, music, captions and AI-powered edits – helping you grow faster on every platform.



WHY THIS MATTERS

- ✓ Short videos get 10x more reach than long videos
- ✓ Boosts engagement, followers and brand awareness
- ✓ AI helps you create faster with pro-level quality
- ✓ Perfect for Reels, TikTok, YouTube Shorts & more



CAPCUT AI INSIGHT

CapCut AI understands what makes videos go viral – from trending templates to AI effects, auto captions and beat sync. It helps you create scroll-stopping videos in minutes, not hours!



STEP-BY-STEP FRAMEWORK

1	1 Choose Your Idea Pick a topic that is trending, relatable or solves a problem.	
2	2 Import Your Clips Add your videos or images to CapCut.	
3	3 Use AI Auto Edit Tap "Auto Cut" and let AI pick the best moments.	
4	4 Add Captions & Effects Use Auto Captions, trending effects, stickers and filters.	
5	5 Add Music & Beat Sync Choose trending music and use Beat Sync for perfect timing.	
6	6 Export & Share Export in high quality and share on your favorite platform.	

DO THIS

- ✓ Keep videos short (15-30 seconds)
- ✓ Use hooks in the first 2 seconds
- ✓ Follow trending topics & sounds
- ✓ Use captions to increase watch time
- ✓ Add effects, transitions & zooms
- ✓ End with a strong CTA



AVOID THIS

- ✗ Slow or boring intros
- ✗ Long videos without value
- ✗ Low-quality visuals or audio
- ✗ Too many effects (overediting)
- ✗ No caption or unclear message



Boring videos get ignored!

COPY-PASTE PROMPT

"Create a viral short video about [TOPIC] for [TARGET AUDIENCE]. Make it engaging, fast-paced and attention-grabbing. Include hooks, captions and trending elements. Length: 15-30 seconds. Tone: [FUNNY / MOTIVATIONAL / INFORMATIVE]."

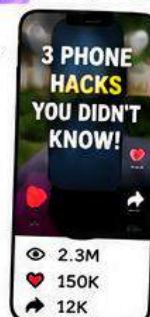


REAL-LIFE EXAMPLE

Creator: Tech Review Channel
Video: "3 Phone Hacks You Didn't Know!"
How CapCut AI helped:

- Auto Cut picked best moments
- Auto Captions added instantly
- Beat Sync matched music perfectly
- Trending effects increased engagement

Result: 2.3M views, 150K likes and 12K shares in 3 days!



TODAY'S CHALLENGE



Create one viral short video using CapCut AI today! Follow these steps:

- 1 Pick a trending topic
- 2 Use Auto Edit & Captions
- 3 Add trending music & effects
- 4 Export and post
- 5 Analyze the results

Consistency + Creativity = VIRAL!



KEY TAKEAWAY



CapCut AI helps you create viral short videos faster with smart edits, captions, effects and trending tools – so you can grow your audience and make a bigger impact!



DOODLE IDEAS

- ★ Play button
- ★ Viral rocket
- ★ Hashtag
- ★ Fire
- ★ Trending arrow
- ★ Like heart

Better quality.
More clarity.
Stronger impact!59. Enhance
Video QualityUse CapCut AI to
enhance your videos –
improve clarity, remove
noise, fix colors and
make your content look
professional instantly. ★

BIG IDEA

CapCut AI enhances your videos automatically using AI-powered tools to improve resolution, brightness, colors, stability and overall quality – making your videos look sharp, clean and professional.



WHY THIS MATTERS

- ✓ Makes low-quality videos look clear and professional
- ✓ Improves viewer experience and retention
- ✓ Saves time and effort on manual editing
- ✓ Perfect for old videos, phone recordings and low-light clips
- ✓ Helps your content stand out and build trust



CAPCUT AI INSIGHT

CapCut AI uses advanced models to upscale resolution, reduce noise, stabilize shaky footage, enhance details and balance colors automatically.

You just upload – AI does the heavy lifting!



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use the highest resolution available
- ✓ Stabilize shaky clips
- ✓ Enhance colors for natural look
- ✓ Reduce noise in low-light videos
- ✓ Preview before exporting
- ✓ Export in 1080p or higher



AVOID THIS

- ✗ Over-enhancing (makes video look fake)
- ✗ Using low-quality source files
- ✗ Ignoring lighting and exposure
- ✗ Too much sharpening
- ✗ Exporting in low resolution

Bad quality
videos lose
credibility!

COPY-PASTE PROMPT

Enhance the video quality of [VIDEO CLIP] using CapCut AI. Improve resolution, reduce noise, stabilize shaky footage, enhance colors and brightness. Make it look sharp, clean and professional.



REAL-LIFE EXAMPLE

Creator: Travel Vlogger
Problem: "My travel videos look blurry and dark."
How CapCut AI helped:

- Used AI Enhance to improve clarity
- Increased resolution from 480p to 1080p
- Stabilized shaky shots
- Enhanced colors and brightness
- Reduced background noise

Result: 3X more watch time and higher engagement on YouTube & Reels!



TODAY'S CHALLENGE



Pick an old or low-quality video and enhance it using CapCut AI.

Steps:

- 1 Import your video
- 2 Use AI Enhance
- 3 Preview and adjust
- 4 Export in high quality
- 5 Share your improved video!

One enhanced video can bring new life to your content! ★

KEY TAKEAWAY



CapCut AI helps you enhance video quality instantly – sharper, brighter, smoother and more professional. Better quality = more engagement and trust!

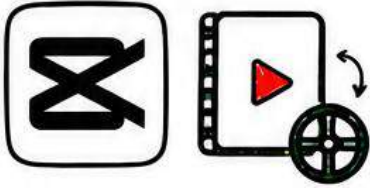


DOODLE IDEAS

- ★ HD badge
- ★ Magic wand
- ★ Sparkles
- ★ Camera
- ★ Color palette
- ★ Up arrow

One long video.
Many shorts.
More reach.
More impact!

Use CapCut AI to turn one long video into multiple short, engaging clips for every platform - automatically!



60. Repurpose Long Videos

BIG IDEA

CapCut AI helps you repurpose long videos into multiple short clips that are perfect for TikTok, Reels, Shorts and more - saving time and helping you reach more people with less effort.



WHY THIS MATTERS

- ✓ One long video can become 10+ high-performing shorts
- ✓ Increases reach across multiple platforms
- ✓ Saves hours of manual editing
- ✓ Keeps your content pipeline full
- ✓ Maximizes the value of every piece of content

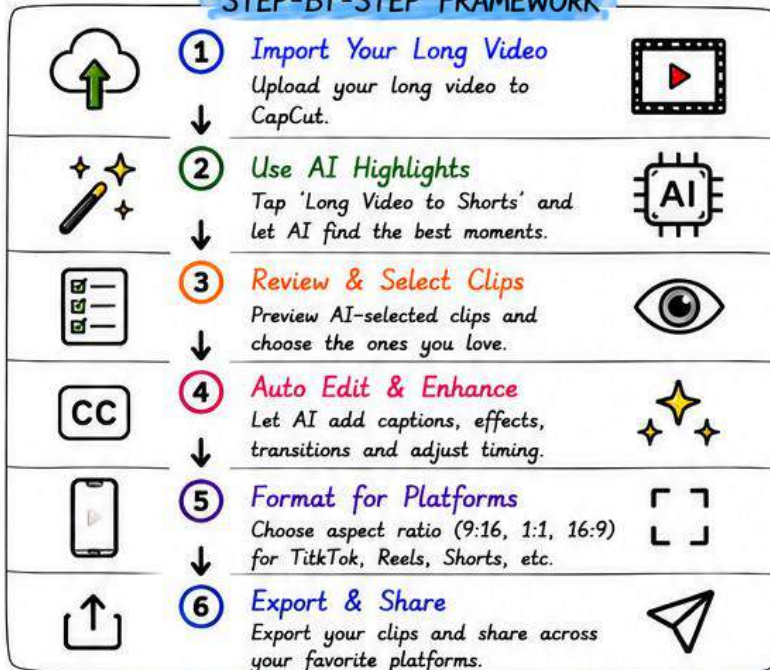


CAPCUT AI INSIGHT

CapCut AI automatically finds the best moments, adds captions, formats for different platforms and creates scroll-stopping short videos - ready to post in minutes, not hours!



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use engaging content with multiple topics
- ✓ Keep clips 15-60 seconds
- ✓ Add captions for better retention
- ✓ Use trending effects and sounds
- ✓ Post consistently across platforms



AVOID THIS

- ✗ Posting long videos without trimming
- ✗ Ignoring captions
- ✗ Low-quality audio or visuals
- ✗ Using the same format for every platform
- ✗ Posting without a strong hook

Boring clips won't get views!

COPY-PASTE PROMPT

"Repurpose this long video into 5-10 short, engaging clips. Find the most interesting or valuable moments. Add captions, trending effects and format for vertical video (9:16)."



REAL-LIFE EXAMPLE

Creator: Marketing Coach
Long Video: "How to Grow Your Business"
Result with CapCut AI:

- 8 short clips (15-45 sec each)
- Added auto captions & zoom effects
- Formatted for TikTok, Reels & Shorts
- Reach increased by 300%!



TODAY'S CHALLENGE



Pick a long video (10+ mins) and repurpose it into at least 5 short clips using CapCut AI.

Steps:

- 1 Import your video
- 2 Use Long Video to Shorts
- 3 Review and select clips
- 4 Auto edit & caption
- 5 Export and post!

One long video can fuel your content for weeks!



KEY TAKEAWAY



CapCut AI helps you repurpose long videos into high-impact shorts - saving time, growing your audience and keeping your content pipeline full. Work smarter, not harder!



DOODLE IDEAS

- ★ Scissors (cutting)
- ★ Film strip
- ★ Magic wand
- ★ Upload cloud
- ★ Bar chart

61. Create AI Voiceovers

Realistic voices.
Any language.
Endless possibilities!

Use ElevenLabs to create natural-sounding AI voiceovers for videos, podcasts, ads, courses and more - in just seconds!



BIG IDEA

ElevenLabs lets you create realistic, expressive AI voiceovers in any language or accent. Perfect for content creators, marketers, educators and businesses who want professional voiceovers - fast!



WHY THIS MATTERS

- ✓ Saves time and money on voiceover production
- ✓ 1000+ realistic AI voices
- ✓ Supports 30+ languages
- ✓ Create emotion, tone and style that fits your content
- ✓ Perfect for videos, ads, eLearning, podcasts, audiobooks & more



ELEVENLABS INSIGHT

ElevenLabs uses advanced AI to generate human-like speech with natural intonation, emotion and clarity. You can even clone voices, adjust the tone and add pauses - giving you complete control over your audio.



STEP-BY-STEP FRAMEWORK

	1 Sign Up / Log In Go to elevenlabs.io and create your free account.	
	2 Choose a Voice Browse the library and select a voice that fits your content.	
	3 Enter Your Text Type or paste your script into the text editor.	
	4 Customize Settings Adjust stability, similarity, style, speed and tone.	
	5 Generate Voiceover Click 'Generate' and let AI create natural-sounding speech.	
	6 Preview & Download Listen, tweak if needed, and download in high quality.	

DO THIS

- ✓ Use clear and natural scripts
- ✓ Choose the right voice for your audience
- ✓ Adjust settings for best results
- ✓ Add pauses for a natural flow
- ✓ Export in high quality (MP3 or WAV)



AVOID THIS

- ✗ Using a voice that doesn't match your content
- ✗ Overloading with too many effects
- ✗ Speaking too fast
- ✗ Ignoring punctuation (it affects delivery!)
- ✗ Using low-quality downloads

Bad voiceover kills engagement!



COPY-PASTE PROMPT

Create an engaging voiceover script for [TOPIC/AUDIENCE]. Keep it [tone - e.g., friendly, professional, inspiring] and around [length - e.g., 60 seconds].



REAL-LIFE EXAMPLE

Creator: Online Course Coach
Goal: Create voiceovers for lessons
Using ElevenLabs:

- Chose a warm, professional voice
- Adjusted tone for clarity
- Added natural pauses
- Exported in high quality

Result: Engaging lessons with clear, professional audio!



TODAY'S CHALLENGE

Create an AI voiceover using ElevenLabs for your next project!

Steps:

- 1 Choose a script
- 2 Pick the perfect voice
- 3 Generate & preview
- 4 Download & use it!

One voiceover today can level up your content!



KEY TAKEAWAY



ElevenLabs helps you create realistic, high-quality AI voiceovers in seconds - saving time, money and taking your content to the next level!



DOODLE IDEAS

- ★ Microphone
- ★ Sound waves
- ★ Speaker
- ★ Audio files
- ★ Headphones
- ★ Play button

Type anything.
Hear everything.
Any voice.
Any language!

Use ElevenLabs to instantly convert any text into natural, human-like speech with emotion, clarity and precision.



62. Convert Text into Speech

BIG IDEA

ElevenLabs turns any text into realistic speech using advanced AI voices. Just type or paste your text, choose a voice, and hear natural-sounding speech in seconds – in 30+ languages!



WHY THIS MATTERS

- ✓ Bring your content to life with realistic AI voices
- ✓ Save time and money on voiceover recordings
- ✓ Supports 30+ languages and 1000+ voices
- ✓ Perfect for creators, educators, marketers, podcasters and more
- ✓ Improves accessibility and engagement



ELEVENLABS INSIGHT

ElevenLabs delivers ultra-realistic text to speech with natural intonation, emotion and clarity. You can customize voice settings, clone voices and even add pauses – giving you full control over how your message is heard.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use short sentences for natural flow
- ✓ Choose a voice that matches your message
- ✓ Adjust settings for the best output
- ✓ Add pauses for emphasis
- ✓ Download in high quality



AVOID THIS

- ✗ Using too many special characters
- ✗ Writing very long, complicated sentences
- ✗ Overusing extreme voice settings
- ✗ Ignoring punctuation
- ✗ Choosing a voice that doesn't fit

Bad audio weakens your message!

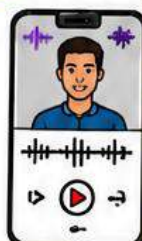
COPY-PASTE PROMPT

Convert the following text into natural-sounding speech.
 Text: [YOUR TEXT HERE]
 Voice: [Voice Name]
 Language: [Language]
 Tone: [Tone/Emotion]
 Speed: [Normal/Fast/Slow]



REAL-LIFE EXAMPLE

Text: "Welcome to The Nation Collective. We help you build the life you deserve."
Voice: Adam (Narration)
Language: English
Tone: Friendly & Motivational
Result: Professional-sounding voiceover in seconds!



TODAY'S CHALLENGE



Convert a piece of text into speech using ElevenLabs!

Steps:

- 1 Type or paste your text
- 2 Choose a voice
- 3 Customize settings
- 4 Generate & download
- 5 Use it in your content

One voiceover can make your message unforgettable!



KEY TAKEAWAY



ElevenLabs makes it fast and easy to turn any text into powerful, natural-sounding speech – helping you create better content, connect with more people and stand out. Your voice. Your message. Amplified.



DOODLE IDEAS

- ★ Voice waves
- ★ Microphone
- ★ Sound bars
- ★ Headphones
- ★ Play button

Engaging voices.
Natural flow.
Real conversations.
Perfect for podcasts!



63. Generate Podcast Narration

Use ElevenLabs to create engaging, realistic and dynamic narration for your podcasts - in any voice and style! ★

BIG IDEA

ElevenLabs helps you generate high-quality podcast narration with realistic AI voices. Create engaging intros, storytelling segments, full episode scripts or multi-host conversations that sound natural and keep listeners coming back for more!



WHY THIS MATTERS

- ✓ Create professional-sounding podcasts in minutes
- ✓ Choose from 1000+ voices and 30+ languages
- ✓ Save time and money on recording
- ✓ Maintain consistency across episodes
- ✓ Perfect for storytellers, educators, marketers, businesses & creators



ELEVENLABS INSIGHT

ElevenLabs brings your podcast scripts to life with natural, expressive and dynamic AI voices. You can create single-host narration or multi-speaker conversations with pauses, emotion, tone shifts and a professional podcast feel.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Write a clear and engaging script
- ✓ Use natural pauses for better flow
- ✓ Match the voice to your podcast theme
- ✓ Adjust emotion and tone for impact
- ✓ Mix multiple voices for conversations
- ✓ Export in high quality (MP3 or WAV)



AVOID THIS



- ✗ Using robotic or monotone voices
- ✗ Ignoring pauses and pacing
- ✗ Having poorly written scripts
- ✗ Overloading with too many voices
- ✗ Publishing low-quality audio



Bad narration loses listeners!

COPY-PASTE PROMPT

Create a podcast narration for [TOPIC] in a [TONE] tone. Include an intro, main points and a conclusion. Add natural pauses and engaging transitions. Length: [DURATION]. Voice style: [TYPE].



REAL-LIFE EXAMPLE

Topic: "The Power of Consistency"
Format: Single host
Length: 5 minutes
Voice: Calm & Motivational
Result: Professional podcast episode with engaging intros, clear narration and strong message.



TODAY'S CHALLENGE



Write a 3-5 minute podcast script on a topic you love and generate the narration using ElevenLabs!

Steps:

- 1 Write your script
- 2 Choose the perfect voice
- 3 Generate & edit
- 4 Download & listen!

Your podcast can inspire someone today! 🌟



KEY TAKEAWAY



ElevenLabs helps you create engaging, realistic and professional podcast narration in minutes - with any voice, any language and total creative control.



DOODLE IDEAS

- ★ Microphone
- ★ Sound waves
- ★ Podcast icon
- ★ Headphones
- ★ Play button

Speak every
language.
Reach everyone.
Grow everywhere!



64. Dub Videos into Other Languages

Use ElevenLabs to dub
your videos with natural-
sounding AI voices in
multiple languages -
keeping your message
powerful and authentic. ★

BIG IDEA

ElevenLabs helps you dub your videos into other languages using realistic AI voices that match the tone, emotion and style of your original content - so you can reach a global audience without re-recording anything!



WHY THIS MATTERS

- ✓ Break language barriers and grow your global audience
- ✓ Save time and money on dubbing
- ✓ Maintain your brand voice and tone across languages
- ✓ Supports 30+ languages and 1000+ AI voices
- ✓ Perfect for creators, educators, marketers, businesses and more



ELEVENLABS INSIGHT

ElevenLabs AI dubbing keeps the emotion, timing and tone of your original video while delivering natural, human-like speech in any language. It's the fastest way to go global with content that feels authentic and connects with every audience.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use high-quality original recordings
- ✓ Speak clearly in your source video
- ✓ Choose voices that match your brand tone
- ✓ Review & adjust names or tech terms
- ✓ Export in high resolution for best results



AVOID THIS



- ✗ Using low-quality or noisy source videos
- ✗ Choosing mismatched or robotic voices
- ✗ Overdubbing too many languages at once
- ✗ Ignoring cultural context & expressions
- ✗ Skipping review before publishing

Bad dubbing
feels fake - and
kills trust!



COPY-PASTE PROMPT

Dub this video into [LANGUAGE] using a natural-sounding AI voice that matches the tone and emotion of the original. Keep the meaning accurate and ensure smooth lip-sync and timing.



REAL-LIFE EXAMPLE

Creator: Online Course Coach
Video: Course introduction (5 min)
Goal: Reach international students
Using ElevenLabs:

- Dubbed into Spanish, French, Hindi & Arabic
- Used consistent voice and tone
- Increased enrollments by 3.5x globally!

Result: Global reach, more impact, higher sales!



TODAY'S CHALLENGE



Take one of your videos and dub it into at least 2 other languages using ElevenLabs!

Steps:

- 1 Upload your video
- 2 Choose target languages
- 3 Select AI voices
- 4 Dub, preview & export
- 5 Share with a new audience!

Go global today! ★

KEY TAKEAWAY



ElevenLabs makes it easy to dub your videos into any language with natural, emotional and authentic AI voices - helping you build a global audience and make a bigger impact.



DOODLE IDEAS

- ★ Globe
- ★ Speech bubbles
- ★ Flags
- ★ Microphone
- ★ Play button

Your words.
Our voices.
Limitless stories.
Listen anywhere!



65. Create Audiobooks

Use ElevenLabs to turn any text, eBook or manuscript into engaging audiobooks with realistic AI voices - in any language! ★

BIG IDEA

ElevenLabs helps you transform your written content into high-quality audiobooks with natural-sounding AI voices. Perfect for authors, publishers, educators and creators who want to reach more listeners and bring stories to life!



WHY THIS MATTERS

- ✓ Bring your stories to life with expressive, realistic voices
- ✓ Save time and money on recording
- ✓ Choose from 1000+ voices in 30+ languages
- ✓ Maintain consistent quality across chapters
- ✓ Reach a global audience and grow your impact



ELEVENLABS INSIGHT

ElevenLabs makes audiobook creation simple, fast and powerful. With emotion, tone and style control, you can produce professional audiobooks that captivate listeners and keep them coming back for more.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Write a clear and engaging manuscript
- ✓ Choose a voice that matches your genre
- ✓ Use natural pauses for better listening flow
- ✓ Review and adjust pronunciation
- ✓ Export in high quality for distribution



AVOID THIS

- ✗ Using a voice that doesn't fit your story
- ✗ Overloading with special effects
- ✗ Ignoring pacing and pauses
- ✗ Skipping the review step
- ✗ Exporting in low quality

Bad narration can lose your listeners!

COPY-PASTE PROMPT

Convert the following text into an engaging audiobook.
Text: [PASTE YOUR MANUSCRIPT]
Voice: [Voice Name]
Language: [Language]
Tone: [e.g., Warm, Dramatic, Calm, Exciting]



REAL-LIFE EXAMPLE

Book: "The 5 AM Mindset" (Self-Help)
Creator: Productivity Coach
Using ElevenLabs:

- Chose a calm, motivational voice
- Generated full audiobook (6 chapters)
- Added intro + outro
- Exported in MP3

Result: Professional audiobook delivered in hours - not weeks!



TODAY'S CHALLENGE



Turn a piece of your content into an audiobook!

Steps:

- 1 Choose a short story or chapter
- 2 Pick the perfect AI voice
- 3 Generate & review
- 4 Download & listen
- 5 Share it with someone!



KEY TAKEAWAY



ElevenLabs makes it easy to create professional audiobooks that sound natural, connect with listeners and scale your message to the world.

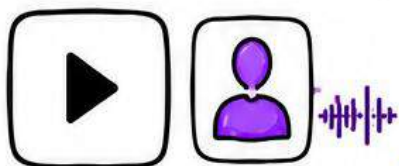


DOODLE IDEAS

- ★ Headphones
- ★ Open Book
- ★ Microphone
- ★ Sound Waves
- ★ Cloud Upload



No camera?
No problem!
AI avatars
get the job done!



66. Create AI Avatar Videos

Use HeyGen to create professional AI avatar videos in minutes - perfect for content creation, marketing, training and more! ★

BIG IDEA

HeyGen lets you create studio-quality videos using AI avatars and voices. Just type your script, choose an avatar, and generate engaging videos - without a camera, mic or production team! Save time, cut costs and scale your content.



WHY THIS MATTERS

- ✓ Create videos in minutes
- ✓ 100+ realistic AI avatars
- ✓ 300+ natural-sounding voices
- ✓ 130+ languages and accents
- ✓ No cameras, mics or actors needed
- ✓ Perfect for marketing, training, sales, education and more
- ✓ Save time, reduce costs and scale content easily



HEYGEN INSIGHT

HeyGen empowers anyone to create professional, engaging videos using AI avatars that look and sound human. It's the future of video content - fast, easy and accessible to all businesses and creators.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Write clear, conversational scripts
- ✓ Choose avatars that match your message
- ✓ Use natural voices and proper pacing
- ✓ Add brand colors, logo and titles
- ✓ Keep videos short, valuable and focused



AVOID THIS

- ✗ Overloading with too much text
- ✗ Using avatars that don't fit your brand
- ✗ Speaking too fast or robotic scripts
- ✗ Ignoring your audience's needs
- ✗ Poor lighting or cluttered backgrounds

Bad videos
lose attention!



COPY-PASTE PROMPT

Create a professional AI avatar video script about [TOPIC] for [AUDIENCE]. Keep it engaging, natural and under [DURATION]. Include a strong opening and call-to-action.



REAL-LIFE EXAMPLE

Business: Online Course Coach
Goal: Promote an online course
Using HeyGen:

- Avatar: Friendly teacher avatar
- Voice: Warm, confident (English)
- Script: Course benefits + CTA

Result: High-converting promo video in minutes - no filming needed!



TODAY'S CHALLENGE



Create your first AI avatar video using HeyGen!

Steps:

- 1 Write your script
- 2 Choose avatar & voice
- 3 Customize your video
- 4 Generate & preview
- 5 Download & share

One video can grow your brand, teaching or business! ★



KEY TAKEAWAY



HeyGen helps you create professional AI avatar videos in minutes - no camera, no studio, no limits. Save time, cut costs and make high-quality videos that connect and convert.



DOODLE IDEAS

- ★ Avatars
- ★ Play button
- ★ Video screen
- ★ Mic
- ★ Globe



Train better.
Teach faster.
Engage more.
Scale everywhere!



67. Build Training Videos

Use HeyGen to build professional training videos with AI avatars – no cameras, studios or editing headaches!



BIG IDEA

HeyGen helps you create engaging, branded and professional training videos using AI avatars and voices. Perfect for onboarding, compliance, soft skills, product training and more – all in minutes. Save time, cut costs and deliver training that actually gets watched!



WHY THIS MATTERS

- ✓ Create training videos in minutes, not days
- ✓ 100+ realistic AI avatars
- ✓ 300+ natural-sounding voices
- ✓ Support for 130+ languages
- ✓ No cameras, microphones or studios needed
- ✓ Consistent, scalable and cost-effective
- ✓ Improve knowledge retention with engaging content



HEYGEN INSIGHT

HeyGen makes training simple, scalable and effective. You can turn any script or slides into lifelike training videos that look and sound professional. Perfect for teams, educators, HR, sales and customer success – anytime, anywhere.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Keep your script clear and concise
- ✓ Use the right avatar for your audience
- ✓ Add visuals to support your message
- ✓ Use natural pacing and tone
- ✓ Preview before finalizing



AVOID THIS

- ✗ Using long, complicated sentences
- ✗ Choosing an avatar that doesn't fit your topic
- ✗ Overloading slides with too much text
- ✗ Ignoring your brand style
- ✗ Skipping the preview step



Bad training leads to bored learners!

COPY-PASTE PROMPT

Create a training video script about [TOPIC] for [AUDIENCE]. Include learning objectives, key points, examples and a call-to-action.
Tone: [Professional / Friendly]
Length: [DURATION]



REAL-LIFE EXAMPLE

Topic: Customer Service Best Practices
Audience: New Support Agents
Length: 7 minutes
Using HeyGen:
• Avatar: Professional female avatar
• Voice: Warm, clear (English)
• Script: Best practices, examples, tips
• **Result:** Engaging training video used in onboarding – higher learner retention!



TODAY'S CHALLENGE



Create your first training video using HeyGen!

Steps:

- 1 Choose your topic
- 2 Pick an avatar and voice
- 3 Write your script
- 4 Generate your video
- 5 Share it with your team!

One training video can teach hundreds!



KEY TAKEAWAY

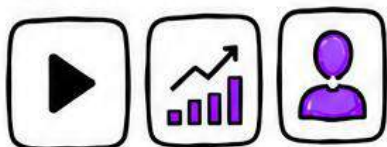


HeyGen helps you build professional training videos fast – with AI avatars, natural voices and powerful customization. Train better, engage more and grow your impact!



DOODLE IDEAS

- ★ Graduation cap
- ★ Play button
- ★ Lightbulb
- ★ Speech bubble
- ★ Avatar



68. Create Sales Presentations

Pitch smarter.
Close faster.
Win more deals.
Stand out!

Use HeyGen to build high-converting sales presentations with AI avatars and voices that build trust and drive action! ★

BIG IDEA

HeyGen helps you turn your pitch, offer and slides into powerful AI avatar videos that engage, persuade and convert. No cameras, no studios – just you, your message and AI bringing it to life. Perfect for pitches, demos, proposals and client outreach!



WHY THIS MATTERS

- ✓ Make a strong first impression
- ✓ Build trust and credibility
- ✓ Explain your offer clearly
- ✓ Personalize at scale
- ✓ Save time and present 24/7
- ✓ Close more deals with confidence



HEYGEN INSIGHT

Sales is all about connection and clarity. HeyGen helps you deliver your message with professional AI avatars and natural voices that sound human and keep your audience focused – from first click to final close.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Lead with a strong hook
- ✓ Focus on benefits, not features
- ✓ Keep your message clear and concise
- ✓ Use visuals to highlight your points
- ✓ End with a clear call to action



AVOID THIS

- ✗ Talking too much about your company
- ✗ Overloading slides with text
- ✗ Using robotic or off-brand avatars
- ✗ Weak or unclear calls to action
- ✗ Skipping the preview step



Bad pitches lose deals!

COPY-PASTE PROMPT

Create a persuasive sales presentation video about [OFFER].
Audience: [IDEAL CUSTOMER]
Goal: [BOOK A CALL / CLOSE DEAL]
Tone: [CONFIDENT, TRUSTED ADVISOR]
Include: Hook, Problem, Solution, Benefits, Testimonials, CTA.



REAL-LIFE EXAMPLE

Business: SaaS Platform
Goal: Book demo calls
Using HeyGen:
• Avatar: Professional male avatar
• Voice: Confident, friendly (English)
• Script: Problem → Solution → Benefits → Social proof → CTA
Result: 34% increase in demo bookings after using the video in outreach.



TODAY'S CHALLENGE



Create your sales presentation video using HeyGen!

Steps:

- 1 Define your offer and audience
- 2 Write your sales script
- 3 Choose avatar, voice & visuals
- 4 Generate & review your video
- 5 Share it and book more calls!

More pitches. More meetings. More wins! ★



KEY TAKEAWAY



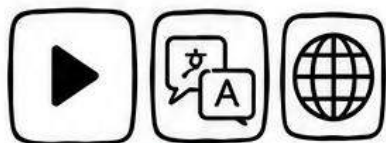
HeyGen helps you create professional sales presentation videos that build trust, communicate value and convert more leads into paying customers – faster and at scale!



DOODLE IDEAS

- ★ Chart growth
- ★ Handshake
- ★ Money bag
- ★ Play button
- ★ Trophy

One video.
Every language.
Global impact.
Zero extra work!



69. Translate Videos Automatically

Use HeyGen to translate your videos automatically with AI - keeping your voice, tone and style consistent across languages!

BIG IDEA

HeyGen makes global communication easy! Translate your videos into 130+ languages with natural-sounding voices, lip-sync and local accuracy - all in minutes. Reach more people, grow your brand and break language barriers effortlessly!



WHY THIS MATTERS

- ✓ Reach a global audience
- ✓ Translate into 130+ languages
- ✓ Keep your voice, tone and style
- ✓ Save time and production costs
- ✓ Increase engagement and understanding
- ✓ Scale your content without re-recording



HEYGEN INSIGHT

HeyGen's AI video translator does more than subtitles - it adapts your entire video: voice, lip-sync and timing. Your message stays authentic, clear and impactful in every language.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Speak clearly in your original video
- ✓ Use a clean background and good lighting
- ✓ Write clear, simple and short sentences
- ✓ Choose the right voice for each audience
- ✓ Review translated videos before publishing



AVOID THIS

- ✗ Using slang or complex expressions
- ✗ Speaking too fast or mumbling
- ✗ Overloading the video with text
- ✗ Ignoring cultural differences
- ✗ Skipping the review step



Bad translation can confuse your audience!

COPY-PASTE PROMPT

Translate my video into [LANGUAGES] using HeyGen. Keep my tone, style and message consistent. Use natural AI voices and perfect lip-sync. Original language: [LANGUAGE] Target audience: [AUDIENCE]



REAL-LIFE EXAMPLE

Creator: Online Course Coach
Goal: Reach international students
Using HeyGen:

- Translated course intro video into Spanish, French and Portuguese
- Used local AI voices with lip-sync
- Result: 3x more enrollments from non-English speaking countries!



TODAY'S CHALLENGE

Pick one of your existing videos and translate it into at least 2 other languages using HeyGen!

Steps:

- 1 Upload your video
- 2 Choose target language(s)
- 3 Translate, preview & export
- 4 Share with a global audience!



KEY TAKEAWAY



HeyGen helps you translate videos automatically - keeping your voice, message and impact strong in every language. One video, unlimited reach!



DOODLE IDEAS

- ★ Globe
- ★ Speech bubble
- ★ Play button
- ★ Language flags
- ★ Megaphone

Teach better.
Explain clearly.
Engage learners.
Inspire growth!

Use HeyGen to create high-quality educational videos with AI avatars and voices - no camera, no studio, just powerful learning experiences! ★



70. Produce Educational Videos

BIG IDEA

HeyGen helps educators, trainers and course creators turn lessons into engaging, professional videos in minutes. Explain any topic clearly using realistic AI avatars and voices. Save time, cut costs and deliver consistent, impactful learning - anytime, anywhere!



WHY THIS MATTERS

- ✓ Make complex topics easy to understand
- ✓ Engage students with visual and voice content
- ✓ Create courses and lessons faster
- ✓ Support multiple learning styles
- ✓ Scale education without expensive video production
- ✓ Improve knowledge retention with clear, consistent delivery



HEYGEN INSIGHT

HeyGen makes educational videos simple and effective. Use AI avatars, natural voices and custom slides to explain any topic clearly. Perfect for teachers, trainers, schools, LMS platforms and online course creators who want to educate and inspire at scale.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Keep lessons clear, focused and well-structured
- ✓ Use visuals to support key points
- ✓ Speak at a natural, steady pace
- ✓ Break lessons into short, easy-to-follow videos
- ✓ Add summaries or key takeaways



AVOID THIS

- ✗ Overloading slides with text
- ✗ Using too complex language
- ✗ Making videos too long without breaks
- ✗ Ignoring audio quality and pacing
- ✗ Skipping preview before publishing

Confusing lessons cause students to tune out!

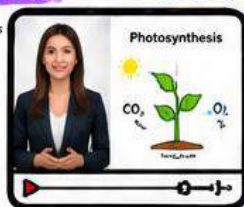
COPY-PASTE PROMPT

Create an educational video script about [TOPIC] for [AUDIENCE].
Learning objective: [OBJECTIVE].
Key points: [POINT 1, POINT 2, ...].
Tone: Clear, friendly, and engaging.
Include examples and a short summary.



REAL-LIFE EXAMPLE

Topic: Photosynthesis for High School Students
Goal: Explain the process clearly
Using HeyGen:
• Avatar: Friendly teacher avatar
• Voice: Warm, natural (English)
• Slides: Simple diagram + key points
• Result: 8-minute engaging lesson that improves understanding and retention



TODAY'S CHALLENGE

Create your first educational video using HeyGen!

Steps:

- 1 Choose a topic
 - 2 Write your lesson script
 - 3 Pick an avatar and voice
 - 4 Add slides or visuals
 - 5 Generate & share your video
- Teach today. Impact tomorrow! ★

DOODLE IDEAS

- ★ Book
- ★ Graduation cap
- ★ Lightbulb
- ★ Play button
- ★ Pencil

KEY TAKEAWAY



HeyGen helps you produce engaging, professional educational videos that explain clearly, connect with learners and make learning accessible to everyone, everywhere!





71. Write Error-Free Content

No more mistakes.
Just clear,
confident,
professional writing!

Use Grammarly to
write with clarity,
correctness and
confidence - across
emails, reports,
essays and more!

BIG IDEA

Grammarly helps you write better by catching grammar, spelling, punctuation and style mistakes in real time. It also improves clarity, tone and readability - so your message is always professional, polished and easy to understand.



WHY THIS MATTERS

- ✓ Eliminate grammatical errors
- ✓ Improve clarity and readability
- ✓ Enhance tone and word choice
- ✓ Save time on editing and proofreading
- ✓ Boost professionalism and impact
- ✓ Works across all apps and platforms



GRAMMARLY INSIGHT

Great writing builds trust and credibility. Grammarly's AI writing assistant is like having a personal editor - helping you communicate clearly, confidently and effectively in every piece of content you create.



STEP-BY-STEP FRAMEWORK

	1 Sign Up / Log In Go to Grammarly.com and create your free or premium account.	
	2 Choose Where You Write Use Grammarly in your browser, app, or install the keyboard add-on.	
	3 Start Writing or Paste Your Text Write directly or paste your content into Grammarly.	
	4 Review Suggestions Check grammar, spelling, punctuation, clarity, tone and engagement suggestions.	
	5 Accept or Adjust Suggestions Accept changes with one click or customize them to fit your tone.	
	6 Set Goals & Preferences Choose your writing goals (e.g., formal, friendly, concise) and domain.	
	7 Check Plagiarism (Premium) Scan your text for originality and proper citations.	
	8 Finalize & Share Copy, download or share your error-free content with confidence.	

DO THIS

- ✓ Write clearly and get to the point
- ✓ Use Grammarly in real time
- ✓ Review tone and clarity suggestions
- ✓ Customize your goals and preferences
- ✓ Proofread before you publish or send



AVOID THIS

- ✗ Ignoring suggestions and errors
- ✗ Overcomplicating your sentences
- ✗ Using passive voice too often
- ✗ Skipping the final review
- ✗ Copying without checking plagiarism

Mistakes
weaken your
message!

COPY-PASTE PROMPT

Check the following text for grammar, spelling, punctuation, clarity and tone. Improve it and make it more professional!
[PASTE YOUR TEXT HERE]



REAL-LIFE EXAMPLE

Before Grammarly
I think its a great idea because it can help alot of people and make a big impact.



After Grammarly
I think it's a great idea because it can help a lot of people and make a big impact.



KEY TAKEAWAY

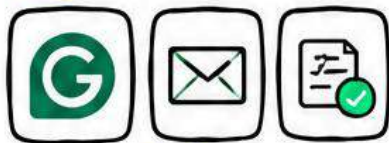


Grammarly helps you write clearly, correctly and confidently - so your ideas make the right impact every time!



DOODLE IDEAS

- ★ Check marks
- ★ Lightbulb
- ★ Pencil
- ★ Shield



72. Improve Professional Emails

Clearer emails.
Better responses.
Stronger relationships.
Professional you!

Use Grammarly to craft polished, professional emails that are clear, concise, respectful and impactful - every time you hit send!

BIG IDEA

Grammarly helps you write professional emails that get results. It checks your grammar, spelling, tone and clarity in real time - so you can communicate with confidence, build trust and avoid misunderstandings in every message.



WHY THIS MATTERS

- ✓ Make a great first impression
- ✓ Ensure clarity and reduce confusion
- ✓ Adapt tone for different audiences
- ✓ Save time with smart suggestions
- ✓ Avoid embarrassing mistakes
- ✓ Increase response rates
- ✓ Strengthen professional relationships



GRAMMARLY INSIGHT

Emails are often judged in seconds. Grammarly's AI writing assistant helps you sound confident, clear and courteous - whether you're following up, making a request, sharing updates or resolving issues. Better emails lead to better outcomes.



STEP-BY-STEP FRAMEWORK

	1 Open a New Email Compose your email in Gmail, Outlook, or any email platform.
	2 Write Your Message Write your email naturally. Don't worry about perfection.
	3 Turn on Grammarly Click the Grammarly icon to activate real-time suggestions.
	4 Review Suggestions Check grammar, spelling, punctuation, clarity and conciseness suggestions.
	5 Adjust Tone (If Needed) Use the tone detector to match your email to your audience and goal.
	6 Refine and Improve Apply suggestions to improve clarity, flow and professionalism.
	7 Recheck and Finalize Read your email again with Grammarly to ensure it's polished and complete.
	8 Send with Confidence Hit send knowing your email is clear, professional and error-free.

DO THIS

- ✓ Use clear and concise language
- ✓ Start with a strong, relevant subject line
- ✓ Be respectful and professional
- ✓ Keep paragraphs short and focused
- ✓ End with a clear call to action or next step



AVOID THIS

- ✗ Using vague or confusing language
- ✗ Writing long, rambling paragraphs
- ✗ Sounding too casual or too harsh
- ✗ Forgetting greetings or closing
- ✗ Sending without proofreading

Small mistakes can create a bad impression!



COPY-PASTE PROMPT

Improve the following email for clarity, tone and professionalism. Correct grammar and make it concise and respectful.
Email: [PASTE YOUR EMAIL HERE]



BEFORE & AFTER EXAMPLE

Before Grammarly

Hi John,
I wanted to reach out because I need the report by Friday. Let me know if you can do it.
Thanks!

After Grammarly

Hi John,
I hope you're doing well. Could you please send me the report by Friday? Let me know if you have any questions. Thank you!



TODAY'S CHALLENGE

🎯 Pick one email you need to send today and improve it using Grammarly!

Steps:

- 1 Write your email
- 2 Review suggestions
- 3 Adjust tone and clarity
- 4 Proofread and finalize
- 5 Send with confidence



KEY TAKEAWAY



Grammarly helps you write professional emails that are clear, confident and compelling - so you can build trust, get better responses and achieve more!



DOODLE IDEAS

- ★ Envelope
- ★ Check mark
- ★ Lightbulb
- ★ Star
- ★ Speech bubble



73. Strengthen Business Reports

Clearer reports.
Stronger insights.
Better decisions.
Greater impact!

Use Grammarly to make your business reports clear, concise and compelling – so your data, insights and recommendations drive action!

BIG IDEA

Grammarly helps you transform drafts into polished, professional business reports. It improves clarity, correctness, tone and consistency – so your message is easy to understand, your findings are credible and your recommendations stand out.



WHY THIS MATTERS

- ✓ Present data and insights clearly
- ✓ Improve readability and flow
- ✓ Ensure accuracy and consistency
- ✓ Tailor tone for your audience
- ✓ Eliminate errors and awkward phrasing
- ✓ Strengthen recommendations
- ✓ Increase your credibility and influence



GRAMMARLY INSIGHT

Well-written reports inform. Great reports drive decisions. Grammarly's AI writing assistant helps you communicate complex information with clarity and conviction – so your reports make an impact at every level of your organization.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Lead with a clear summary or key takeaway
- ✓ Use headings, bullets and visuals to support points
- ✓ Keep sentences short and focused
- ✓ Use active voice
- ✓ Back insights with accurate data
- ✓ End with clear, actionable recommendations



AVOID THIS

- ✗ Overloading with jargon or complex terms
- ✗ Writing long, wordy or unclear sentences
- ✗ Inconsistent formatting or style
- ✗ Making unsupported claims
- ✗ Ignoring errors or inconsistent data

Confusing reports lead to poor decisions!

COPY-PASTE PROMPT

Review and improve the following business report for clarity, conciseness, tone and correctness. Strengthen the structure and highlight key takeaways. Ensure it is professional, data-driven and actionable.

[PASTE YOUR REPORT HERE]



BEFORE & AFTER EXAMPLE

Before Grammarly

The results of the analysis shows that there was a significant increase in sales. We believe that this is because of our new strategy.

After Grammarly

The analysis shows a significant increase in sales. This growth is largely driven by our new strategy.



TODAY'S CHALLENGE



Pick one recent report you wrote or received.

Steps:

- 1 Review it with Grammarly
- 2 Apply key improvements
- 3 Strengthen insights and recommendations
- 4 Share the improved version or insights with your team



DOODLE IDEAS

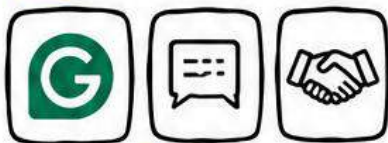
- ★ Bar chart
- ★ Checklist
- ★ Magnifying glass
- ★ Target
- ★ Star

KEY TAKEAWAY



Grammarly helps you write business reports that are clear, accurate and actionable – so you inform, influence and drive results.





74. Improve Communication Skills

Communicate clearly.
Connect better.
Build stronger relationships!

Use Grammarly to express your ideas clearly, confidently and professionally - in every message you send and every word you write!

BIG IDEA

Great communication opens doors and builds trust. Grammarly helps you express your ideas clearly, write with confidence and connect with your audience effectively - whether it's an email, presentation, report or social post.



WHY THIS MATTERS

- ✓ Express ideas clearly and confidently
- ✓ Avoid misunderstandings
- ✓ Build stronger relationships
- ✓ Write with the right tone
- ✓ Improve your professional image
- ✓ Communicate with impact



GRAMMARLY INSIGHT

Good communication is more than just grammar. Grammarly's AI writing assistant helps you choose the right words, tone and style for any situation - so you can inspire, inform and influence with every message.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Be clear, concise and specific
- ✓ Use simple words and short sentences
- ✓ Show empathy and understanding
- ✓ Listen actively and respond thoughtfully
- ✓ Ask questions and encourage feedback
- ✓ Use a positive and respectful tone



AVOID THIS

- ✗ Using complex or unclear language
- ✗ Writing long, rambling messages
- ✗ Sounding rude, abrupt or demanding
- ✗ Ignoring your audience's needs
- ✗ Reacting emotionally in writing
- ✗ Skipping proofreading and review



Poor communication can lead to confusion and missed opportunities!

COPY-PASTE PROMPT

Improve the clarity, tone and impact of my message. Make it concise, professional and easy to understand. Here is my message: [PASTE YOUR TEXT HERE]



BEFORE & AFTER EXAMPLE

Before Grammarly

I wanted to let you know that I think we should probably try to maybe look into the project again sometime soon.



After Grammarly

I recommend we revisit the project and explore the next steps this week.



Overall score

95 Excellent

Clarity

Engagement

Tone

Delivery

TODAY'S CHALLENGE



Pick one message you need to send today.

Steps:

- 1 Write your message
- 2 Improve it with Grammarly
- 3 Make it clear, kind & impactful
- 4 Send it with confidence
- 5 Notice the difference!



KEY TAKEAWAY



Grammarly helps you communicate with clarity, confidence and impact - so you can build stronger relationships and achieve your goals!



DOODLE IDEAS

- ★ Chat bubble
- ★ Heart
- ★ Handshake
- ★ Megaphone



75. Write Better LinkedIn Posts

More visibility.
More engagement.
More opportunities.
You've got this!

Use Grammarly to write LinkedIn posts that are clear, engaging and professional - so your content stands out and creates real impact! ★

BIG IDEA

Great LinkedIn posts build your personal brand, spark conversations and create opportunities. Grammarly helps you write posts that are clear, engaging, error-free and tailored to your audience - so you get more reach, more engagement and more results.



WHY THIS MATTERS

- ✓ First impressions happen fast
- ✓ Clear posts get more engagement
- ✓ Strong content builds trust and authority
- ✓ Good writing reflects your professionalism
- ✓ Better posts = more visibility, connections and opportunities



GRAMMARLY INSIGHT

Grammarly's AI writing assistant helps you craft LinkedIn posts that are clear, compelling and impactful. It improves your clarity, tone, grammar and engagement - so your message connects and your audience takes action.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Grab attention in the first line
- ✓ Write in a clear, conversational tone
- ✓ Provide value, insights or solutions
- ✓ Use short paragraphs and line breaks
- ✓ Use emojis, bullets or visuals where relevant
- ✓ End with a question or call-to-action



AVOID THIS

- ✗ Posting walls of text
- ✗ Using jargon or overly complex language
- ✗ Being too promotional or salesy
- ✗ Making grammar and spelling mistakes
- ✗ Forgetting a clear takeaway or CTA

Clarity and value always win attention!

COPY-PASTE PROMPT

Improve this LinkedIn post for clarity, engagement and impact. Check grammar, tone and flow. Make it concise, professional and audience-focused.
[PASTE YOUR POST HERE]



BEFORE & AFTER EXAMPLE

Before Grammarly

Just finished a great webinar about leadership. It was very informative and i learned a lot. You should check it out if you have time.



After Grammarly

Just finished an insightful webinar on leadership - full of practical takeaways I can use right away. Highly recommend checking it out! What's one leadership lesson that's helped you the most?



TODAY'S CHALLENGE



Write and post a LinkedIn update today using Grammarly!

Steps:

- ① Choose a topic or insight
- ② Write your post
- ③ Improve it with Grammarly
- ④ Add value and a CTA
- ⑤ Post and engage!



KEY TAKEAWAY



Grammarly helps you write LinkedIn posts that are clear, engaging and professional - so you connect, inspire and grow your network!



DOODLE IDEAS

- ★ Lightbulb
- ★ Megaphone
- ★ Chat bubble
- ★ Rocket



76. Convert Meetings into Notes

Listen less.
Capture more.
Remember everything.
Focus on what really matters!

Use Otter AI to automatically record, transcribe and summarize meetings - so you can stay present and never miss a thing!

BIG IDEA

Otter AI listens to your meetings in real time, transcribes every word and turns conversations into clear, searchable notes. It helps you save time, stay organized and focus on collaboration - not note-taking. Perfect for teams, clients, classes and more.



WHY THIS MATTERS

- ✓ Save hours of manual note-taking
- ✓ Capture accurate, searchable notes
- ✓ Focus on the conversation
- ✓ Highlight key points automatically
- ✓ Share and collaborate with ease
- ✓ Improve accountability and follow-through
- ✓ Work smarter, not harder



OTTER AI INSIGHT

Otter AI is like having a smart assistant in every meeting. It captures conversations, identifies action items and creates summaries - so you can turn discussions into decisions faster and keep everyone aligned.



STEP-BY-STEP FRAMEWORK

	1 Create or Sign In Sign up at otter.ai or log in to your account.	
	2 Schedule or Join a Meeting Connect your calendar (Google, Outlook) or start an instant meeting.	
	3 Record & Transcribe Otter AI joins, records and transcribes the conversation in real time.	
	4 Review the Live Transcript Follow along with the live text and highlight important parts.	
	5 Generate Summary Otter AI creates an AI summary with key points and action items.	
	6 Identify Action Items & Speakers See who said what and what needs to be done, by whom and by when.	
	7 Share & Collaborate Share notes, highlights or full transcripts with your team.	
	8 Organize & Search Save to folders and search across all your past meetings.	

DO THIS

- ✓ Start Otter before your meeting
- ✓ Speak clearly and at a normal pace
- ✓ Use a good microphone if possible
- ✓ Name your speakers when possible
- ✓ Review and assign action items
- ✓ Share notes quickly while it's fresh



AVOID THIS

- ✗ Talking over each other
- ✗ Using poor audio or background noise
- ✗ Forgetting to start Otter
- ✗ Skipping the review of notes
- ✗ Not following up on action items



Garbage in, garbage out!
Good quality audio = better notes!

COPY-PASTE PROMPT

Summarize the following meeting notes into key points and action items with owners and deadlines. Format it in a clean, easy to read way. (PASTE NOTES HERE)



BEFORE & AFTER EXAMPLE

Before Otter AI

- Scattered notes
- Missing action items
- Hard to follow up
- Wasted time



After Otter AI

- Clear transcript
- Key points auto-extracted
- Action items with owners
- Easy to share & search



TODAY'S CHALLENGE



Use Otter AI in your next meeting and:

- 1 Capture the full transcript
- 2 Review the summary
- 3 Assign and share action items
- 4 Follow up and close the loop



KEY TAKEAWAY

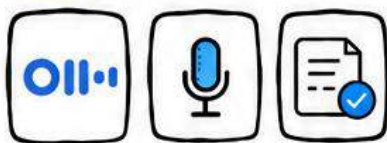


Otter AI helps you capture every word, turn conversations into clear notes and take action - faster and smarter.



DOODLE IDEAS

- * Mic
- * Notepad
- * Speech bubble
- * Check marks



77. Transcribe Interviews

Every word.
Every detail.
Capture interviews
accurately and
effortlessly!

Use Otter AI to
automatically transcribe
interviews so you can
focus on great
conversations and get
perfect transcripts
every time!

BIG IDEA

Otter AI transcribes interviews in real time or from audio/video files. It turns conversations into accurate, searchable text so you can save time, capture every detail and focus on what matters most - understanding your interviewees.



WHY THIS MATTERS

- ✓ Capture every word accurately
- ✓ Save hours of manual transcription
- ✓ Search and highlight key insights
- ✓ Create quotes and summaries easily
- ✓ Share transcripts with clients or teams
- ✓ Improve accuracy and professionalism



OTTER AI INSIGHT

Otter AI is like having a transcription expert in your pocket. It captures interviews clearly, labels speakers and highlights key moments - so you can turn conversations into powerful insights, stories and results.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use a good microphone for clear audio
- ✓ Speak clearly and minimize background noise
- ✓ Introduce speakers at the beginning
- ✓ Review and edit the transcript
- ✓ Highlight important quotes and action items
- ✓ Organize interviews with titles and tags



AVOID THIS

- ✗ Interviewing in noisy or echoey places
- ✗ Talking over each other
- ✗ Using poor-quality audio equipment
- ✗ Skipping the review and editing step
- ✗ Not naming speakers
- ✗ Forgetting to back up or share the transcript

Clear audio in,
powerful insights
out!

COPY-PASTE PROMPT

Transcribe the following interview and summarize the key points, action items and quotes. Format clearly with speaker labels and timestamps.
[PASTE OR UPLOAD FILE HERE]



BEFORE & AFTER EXAMPLE

Before Otter AI

Hours of audio.
Hard to find quotes.
Easy to miss details.
Takes forever to transcribe.



After Otter AI

Accurate transcript.
Key insights in seconds.
Searchable and shareable.
More time for what matters.



Transcript Quality Score

95 Excellent

Accuracy

Clarity

Organization

Searchability

TODAY'S CHALLENGE

Use Otter AI in your next interview and:

- 1 Record or upload the interview
- 2 Review and edit the transcript
- 3 Highlight key insights
- 4 Share the transcript
- 5 Reflect on what you learned



DOODLE IDEAS

- ✗ Mic
- ✗ Sound waves
- ✗ Quote bubble
- ✗ File folder

KEY TAKEAWAY



Otter AI helps you capture every word, turn interviews into clear notes and focus on insights - not note-taking!





78. Record Lecture Notes

Listen in class.
Focus more.
Capture everything.
Study smarter!

Use Otter AI to record lectures and get automatic notes, summaries and key takeaways - so you can focus on learning and not on writing!

BIG IDEA

Otter AI records your lectures in real time and turns them into clear, organized notes. It helps you capture every important point, slide discussion and explanation - so you can understand better, review faster and achieve more.



WHY THIS MATTERS

- ✓ Capture every important detail
- ✓ Never miss key points
- ✓ Save time on writing notes
- ✓ Focus more on understanding
- ✓ Review and study more effectively
- ✓ Improve memory and performance

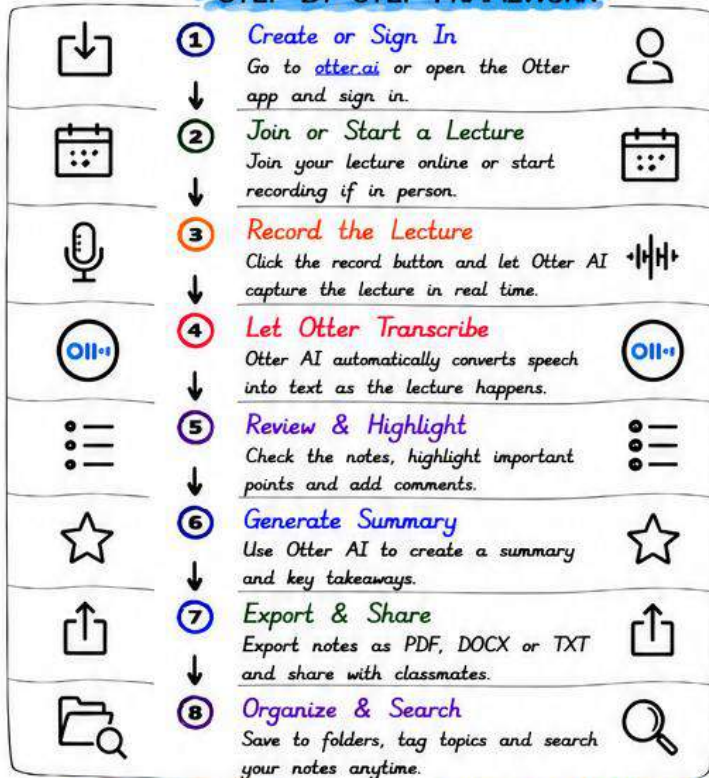


OTTER AI INSIGHT

Otter AI acts like your smart note-taking assistant in every lecture. It records, transcribes and summarizes - so you get clean, searchable notes that help you study better and retain more information.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Record every lecture from the start
- ✓ Use a good microphone for clear audio
- ✓ Sit in a quiet place with minimal noise
- ✓ Review and clean up notes after class
- ✓ Highlight key points and definitions
- ✓ Use summaries for quick revision



AVOID THIS

- ✗ Relying only on manual notes
- ✗ Recording in noisy environments
- ✗ Ignoring the review and edit step
- ✗ Not organizing your notes
- ✗ Skipping summaries and key takeaways

Good notes today mean better results tomorrow!

COPY-PASTE PROMPT

Transcribe this lecture and summarize the key points, topics and takeaways in clear, organized notes.
[PASTE LECTURE TRANSCRIPT OR AUDIO FILE HERE]



BEFORE & AFTER EXAMPLE

Before Otter AI

- Messy handwritten notes
- Missing key points
- Hard to review
- Takes too much time



After Otter AI

- Clean, searchable notes
- Captured every detail
- Easy to revise
- Saves time & boosts grades



Study Boost Score

94 Excellent

Completeness

Clarity

Organization

Retention

TODAY'S CHALLENGE



Use Otter AI in your next lecture and:

- 1 Record the full lecture
- 2 Review and highlight key points
- 3 Generate a summary
- 4 Organize your notes
- 5 Revise and test yourself



KEY TAKEAWAY



Otter AI helps you record lectures, capture every detail and turn them into smart notes for better learning and results.

DOODLE IDEAS

- ✦ Mic
- ✦ Book
- ✦ Graduation cap
- ✦ Lightbulb



79. Capture Client Discussions

Capture every word.
Clarify every detail.
Create better outcomes.
Stronger clients
Stronger results!

Use Otter AI to capture client discussions in real time, so you never miss a detail and can focus on listening, advising and delivering amazing results!

BIG IDEA

Otter AI helps you capture client discussions in real time and turn them into clear, accurate notes. It ensures nothing is missed, action items are identified and follow-ups are easy to track - so you can deliver exceptional service and build stronger client relationships.



WHY THIS MATTERS

- ✓ Never miss important details
- ✓ Capture action items and decisions
- ✓ Save time on manual note-taking
- ✓ Provide clear summaries and follow-ups
- ✓ Improve accountability and outcomes
- ✓ Create a better client experience



OTTER AI INSIGHT

Otter AI is like having a dedicated note-taker in every client meeting. It records, transcribes and summarizes conversations - so you can stay present, ask better questions and walk away with clarity, alignment and next steps.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use a good microphone and quiet environment
- ✓ Introduce everyone at the start
- ✓ Speak clearly and at a natural pace
- ✓ Label speakers when possible
- ✓ Review and verify action items
- ✓ Share notes quickly while it's fresh



AVOID THIS

- ✗ Relying on memory instead of capturing
- ✗ Talking over each other
- ✗ Poor audio or background noise
- ✗ Not reviewing the transcript
- ✗ Leaving action items unclear
- ✗ Not following up after the meeting

Clear notes lead to clear actions and better results!

COPY-PASTE PROMPT

Transcribe the following client discussion and extract key points, decisions and action items with owners and deadlines. [PASTE DISCUSSION OR AUDIO FILE HERE]



BEFORE & AFTER EXAMPLE

Before Otter AI

- Scattered notes
- Unclear action items
- Forgotten follow-ups
- Time-consuming



After Otter AI

- Clear transcript
- Key decisions captured
- Action items with owners
- Easy to share & follow up



Meeting Quality Score

96 Excellent

Clarity

Actionability

Follow-Up

Client Experience

TODAY'S CHALLENGE

Use Otter AI in your next client meeting and:

- 1 Capture the full discussion
- 2 Extract action items
- 3 Share a summary
- 4 Follow up and close the loop



KEY TAKEAWAY



Otter AI helps you capture every client conversation, turn discussions into clear notes and drive actions that create real results.

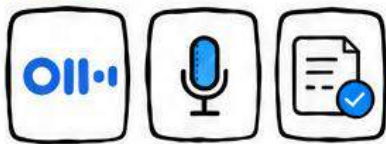
DOODLE IDEAS

- ✦ People talking
- ✦ Speech bubble
- ✦ Checklist
- ✦ Lightbulb

AI360

TOOL 16

Otter AI



The Nation Collective
Build The Life You Deserve

80. Organize Team Knowledge

Capture knowledge.
Share instantly.
Collaborate better.
Work smarter together!

Use Otter AI to capture, organize and share your team's knowledge so everyone stays aligned, informed and empowered!

BIG IDEA

Otter AI helps teams capture conversations, create searchable notes, and build a shared knowledge base. It keeps important information organized, accessible and easy to find - so your team can save time, stay aligned and get more done together.



WHY THIS MATTERS

- ✓ Centralize team knowledge
- ✓ Improve collaboration and alignment
- ✓ Never lose important information
- ✓ Onboard new team members faster
- ✓ Search and find answers instantly
- ✓ Reduce repeated questions
- ✓ Make better decisions, faster

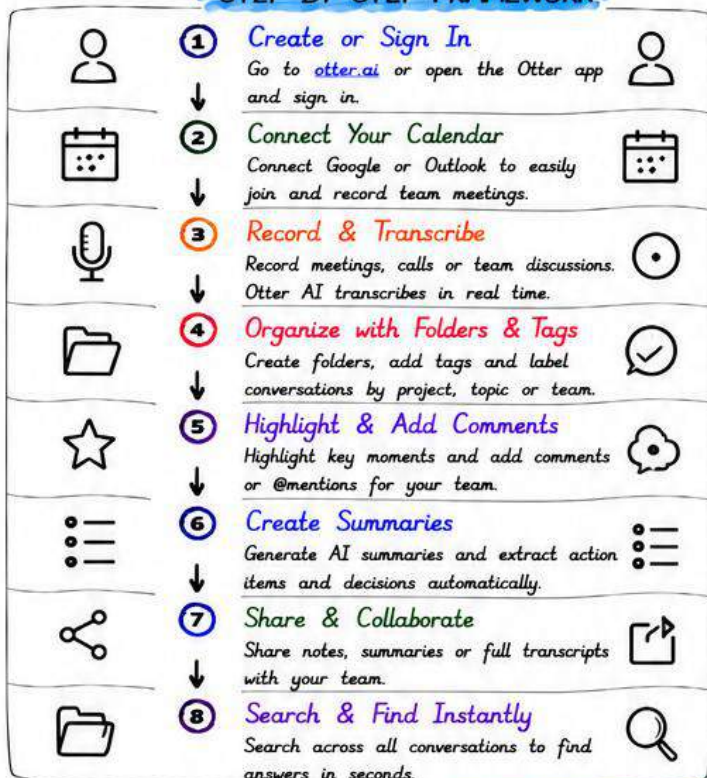


OTTER AI INSIGHT

Otter AI turns your team's conversations into a living, searchable knowledge base. It captures insights, action items and decisions - so your team can focus on doing great work instead of searching for information.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Record important meetings and discussions
- ✓ Use clear naming, folders and tags
- ✓ Highlight key points and decisions
- ✓ Assign action items and owners
- ✓ Keep knowledge organized and up to date
- ✓ Share insights openly across the team



AVOID THIS

- ✗ Relying on memory or scattered notes
- ✗ Having too many unorganized recordings
- ✗ Not tagging or labeling conversations
- ✗ Keeping knowledge in silos
- ✗ Not reviewing or updating shared notes
- ✗ Letting important info get buried

Good knowledge management creates strong teams!

COPY-PASTE PROMPT

Summarize the following team discussion and extract key decisions, action items and owners. Format in a clear, organized way.
[PASTE TRANSCRIPT HERE]



BEFORE & AFTER EXAMPLE

Before Otter AI

- Scattered notes
- Lost information
- Repeated questions
- Wasted time



After Otter AI

- Centralized knowledge
- Easy to search
- Aligned team
- Faster execution



TODAY'S CHALLENGE

- Use Otter AI in your next team meeting and:
- 1 Capture the full discussion
 - 2 Highlight key insights
 - 3 Assign action items
 - 4 Share with your team
 - 5 Review and improve
 - 6 Keep building your team hub!



DOODLE IDEAS

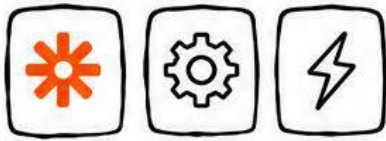
- ✗ Folder
- ✗ People talking
- ✗ Search icon
- ✗ Lightbulb

KEY TAKEAWAY



Otter AI helps you organize team knowledge, capture every insight and build a smarter, more connected team!

The Nation Collective | Build The Life You Deserve



81. Automate Repetitive Tasks

Save time.
Eliminate busywork.
Automate.
Focus on what
really matters!

Use Zapier to connect your apps and automate repetitive tasks so work gets done automatically - no coding, no hassle, just results!

BIG IDEA

Zapier connects your favorite apps and services so they can talk to each other and automate tasks. It takes care of the boring, repetitive work - so you can save time, reduce errors and focus on growing your business and achieving your goals.



WHY THIS MATTERS

- ✓ Save hours every week
- ✓ Reduce manual work and mistakes
- ✓ Speed up workflows and responses
- ✓ Keep data in sync across apps
- ✓ Improve productivity and consistency
- ✓ Focus on high-impact work



ZAPIER INSIGHT

Zapier is like a digital assistant that never sleeps. It watches for triggers, runs your automations (called Zaps) and moves your information where it needs to go - so your business runs smoother, faster and smarter.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Start with simple automations
- ✓ Keep your Zaps focused and specific
- ✓ Test thoroughly before turning on
- ✓ Use filters to avoid unnecessary actions
- ✓ Monitor and optimize regularly
- ✓ Document important automations



AVOID THIS

- ✗ Automating a broken process
- ✗ Too many complex steps
- ✗ Ignoring errors or task history
- ✗ Sending duplicate or unnecessary data
- ✗ Not reviewing and updating Zaps



Bad automation creates more work, not less!

EXAMPLE: LEAD CAPTURE WORKFLOW



POPULAR INTEGRATIONS



ZAPIER TIPS

- ✓ Use templates to get started fast
- ✓ Name Zaps clearly
- ✓ Use Formatter & Filter steps
- ✓ Check task usage regularly
- ✓ Keep Zaps simple and focused.



REAL-LIFE EXAMPLES

- E-commerce: New order → Update inventory + Send email
- Marketing: New lead → Add to CRM + Notify sales
- HR: New hire form → Create user accounts + Send welcome email
- Projects: New task → Assign + Notify + Update board



AUTOMATION IMPACT

- Save hours every week
- Fewer manual errors
- Faster responses and workflows
- More time for high-value work

AUTOMATION STARTER IDEAS

- 1 New lead form → Email + CRM + Slack
- 2 New order → Update sheet + Send receipt
- 3 New file in Drive → Share in Slack
- 4 New email in Gmail → Create task in Trello
- 5 New meeting → Add to calendar + Notify team



KEY TAKEAWAY



Zapier helps you automate repetitive tasks, connect your apps and free up your time to focus on what truly matters.



DOODLE IDEAS

- ✗ Zap arrows
- ✗ App icons
- ✗ Flow diagrams
- ✗ Automation bot

All your apps.
One connection.
Limitless
possibilities.

Zapier connects your favorite apps so they work together seamlessly - no code, no hassle, just powerful automations!

82. Connect Multiple Apps

BIG IDEA

Zapier acts as the bridge between your apps. It connects the tools you already use and helps them share information automatically. You can build powerful workflows across multiple apps to save time, reduce manual work and focus on what really matters.



WHY THIS MATTERS

- ✓ Connect all your favorite tools
- ✓ Automate data transfer between apps
- ✓ Eliminate copy-paste and manual work
- ✓ Create smooth end-to-end workflows
- ✓ Improve accuracy and consistency
- ✓ Scale your systems effortlessly

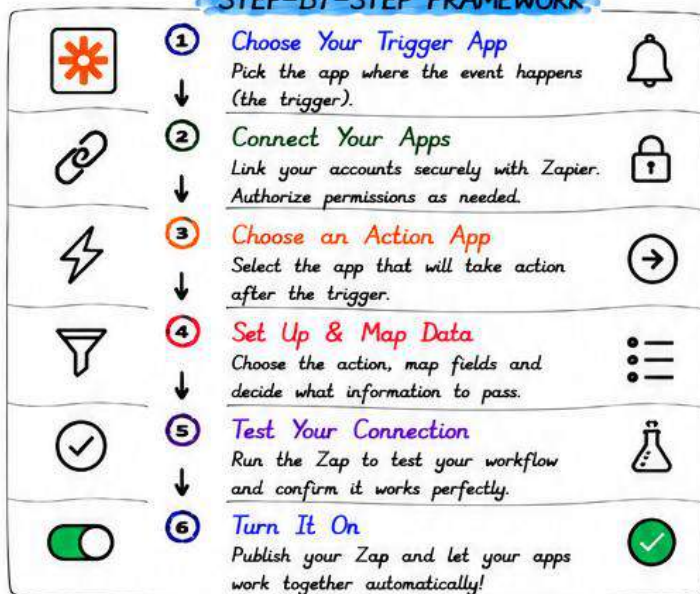


ZAPIER INSIGHT

Zapier integrates with 7,000+ apps - from Google Sheets and Slack to Shopify and Salesforce. When your apps are connected, information flows automatically, teams stay aligned and you get more done in less time.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Start with a clear goal
- ✓ Choose simple Zaps first
- ✓ Use built-in templates for inspiration
- ✓ Test before turning on
- ✓ Monitor and refine regularly
- ✓ Document your important Zaps



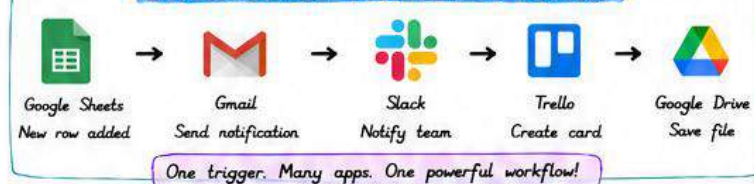
AVOID THIS

- ✗ Creating Zaps without a clear purpose
- ✗ Overcomplicating with too many steps
- ✗ Ignoring error notifications
- ✗ Sharing data without proper mapping
- ✗ Not testing before going live



Bad connections create more work, not less!

EXAMPLE: CONNECT MULTIPLE APPS WORKFLOW



POPULAR INTEGRATIONS



ZAPIER TIPS

- ✓ Use templates to get started fast
- ✓ Name Zaps clearly
- ✓ Use filters & formatters
- ✓ Keep Zaps focused
- ✓ Review task usage regularly



REAL-LIFE EXAMPLES

- New lead form → CRM + Slack
- New order → Sheet + Email + Trello
- New file in Drive → Slack + Backup
- New subscriber → Email list + Tag
- New meeting → Calendar + Notes



AUTOMATION IMPACT

- Save hours every week
- Reduce manual errors
- Faster responses and follow-ups
- More time for high-value work

AUTOMATION STARTER IDEAS

- 1 New form submission → Add to CRM
- 2 New email → Create task in project tool
- 3 New row in Sheet → Notify your team
- 4 New payment → Send receipt + Update Sheet
- 5 New signup → Add to email sequence



KEY TAKEAWAY



Zapier connects your apps, automates your work and helps your business run smoother, faster and smarter - every single day.

DOODLE IDEAS

- ✗ Flow arrows
- ✗ App icons
- ✗ Connections
- ✗ Automation bot

83. Automate
Lead Collection

Capture leads.
Save time.
Nurture better.
Close more deals!

Use Zapier to capture leads from any source and send them where they need to go automatically - no manual work, no missed opportunities! ★

BIG IDEA

Zapier helps you automatically collect leads from forms, chats, landing pages, ads and other sources - and send them to your CRM, email list or team instantly. You'll never miss a lead and can focus on building relationships, not copying data.



WHY THIS MATTERS

- ✓ Capture every lead automatically
- ✓ Respond faster to new leads
- ✓ Keep all lead data organized
- ✓ Reduce manual entry and errors
- ✓ Nurture leads with timely follow-ups
- ✓ Increase conversions and revenue



ZAPIER INSIGHT

Zapier connects 7,000+ apps so you can automate lead capture and instantly send leads to your CRM, email marketing, Slack, Google Sheets and more. Right lead. Right place. Right time.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use dedicated landing pages and forms
- ✓ Capture source and campaign info
- ✓ Send leads to your CRM instantly
- ✓ Notify your team in real time
- ✓ Tag and segment leads automatically
- ✓ Test your Zap with real submissions



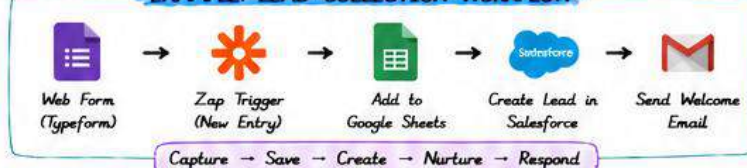
AVOID THIS

- ✗ Manually copying leads between apps
- ✗ Letting leads sit without a follow-up
- ✗ Collecting incomplete lead data
- ✗ Overcomplicating your first Zap
- ✗ Not testing before going live



Missed leads today = lost clients tomorrow!

EXAMPLE: LEAD COLLECTION WORKFLOW



POPULAR INTEGRATIONS



ZAPIER TIPS

- ✓ Keep forms short and simple
- ✓ Always test your Zaps
- ✓ Use UTM parameters for tracking
- ✓ Review and update Zaps regularly



REAL-LIFE EXAMPLES

- New webinar sign-up → CRM + Email
- Free trial sign-up → Slack + Follow-up
- Facebook ad lead → Sheets + CRM
- Event registration → Calendar + Email
- Chat inquiry → CRM + Task for rep



AUTOMATION IMPACT

- Capture more leads
- Respond faster
- Save hours every week
- Improve lead quality
- Close more deals

AUTOMATION STARTER IDEAS

- 1 New form submission → Add to CRM
- 2 New ad lead → Send Slack alert
- 3 New lead → Add to email list
- 4 New lead → Create follow-up task
- 5 New lead → Send welcome email



KEY TAKEAWAY



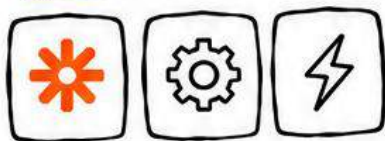
Zapier helps you automate lead collection, organize data and follow up faster - so you can turn more leads into loyal customers.



DOODLE IDEAS

- ✗ Funnel
- ✗ Envelope
- ✗ People
- ✗ Automation bot

Automate your
marketing.
Save time.
Grow faster.



84. Build Marketing Workflows

Use Zapier to connect your marketing tools and automate workflows that attract, engage and convert - so you can focus on strategy and growth!

BIG IDEA

Zapier helps you connect your marketing apps and automate repetitive tasks across your entire funnel. From lead capture to email follow-ups and reporting, Zapier keeps your marketing engine running - even while you sleep.



WHY THIS MATTERS

- ✓ Save time on manual marketing tasks
- ✓ Deliver the right message at the right time
- ✓ Nurture leads automatically
- ✓ Improve campaign performance
- ✓ Keep your data in sync
- ✓ Scale your marketing efforts

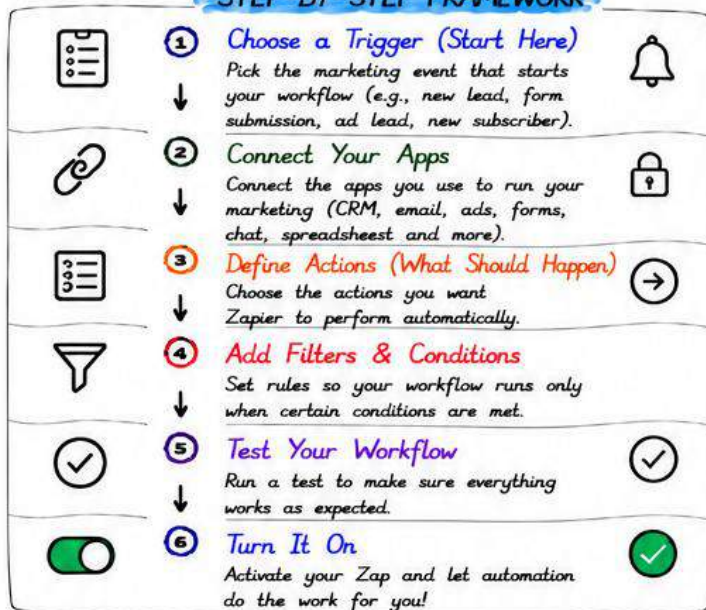


ZAPIER INSIGHT

Zapier connects 7,000+ apps - including your favorite marketing tools. Build powerful workflows (called Zaps) to automate emails, social media, lead scoring, ad management, reporting and more. Less manual work. More impact.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Map your full marketing funnel
- ✓ Automate lead capture and follow-ups
- ✓ Personalize emails and messages
- ✓ Track and sync campaign data
- ✓ Monitor results and optimize
- ✓ Use templates to get started faster



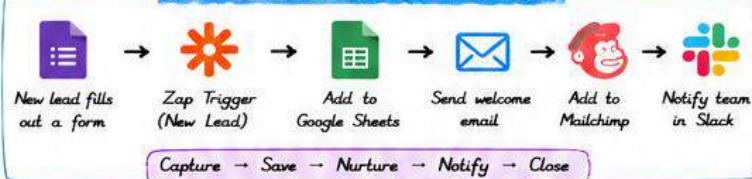
AVOID THIS

- ✗ Building complex Zaps too early
- ✗ Ignoring data mapping
- ✗ Not testing before going live
- ✗ Creating Zaps without a clear goal
- ✗ Over-automating without strategy



Automate with purpose - not just for the sake of it!

EXAMPLE: LEAD NURTURE WORKFLOW



POPULAR MARKETING INTEGRATIONS



ZAPIER TIPS

- ✓ Use templates to get started fast
- ✓ Keep Zaps short and focused
- ✓ Name Zaps clearly
- ✓ Use filters to avoid unnecessary actions
- ✓ Review task usage regularly



REAL-LIFE EXAMPLES

- New Lead → CRM + Email + Slack
- Webinar signup → Email series
- New sale → Add to list + Send thank you
- Abandoned cart → Reminder email
- Event registration → Calendar + Follow-up



AUTOMATION IMPACT

- ⌚ Save hours every week
- ✓ Fewer manual tasks
- ⚡ Faster responses and follow-ups
- 🧑 More time for strategy & growth

AUTOMATION STARTER IDEAS

- 1 New form submission → Add to CRM
- 2 New lead → Send welcome email
- 3 Lead magnet download → Email series
- 4 New customer → Onboarding sequence
- 5 New mention/DM → Notify your team



DOODLE IDEAS

- ★ Funnel
- ★ Envelope
- ★ Megaphone
- ★ Automation bot

KEY TAKEAWAY

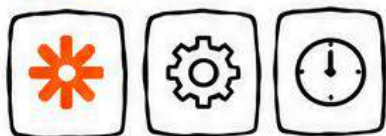


Zapier helps you build marketing workflows that attract leads, nurture relationships and drive results - automatically. Workflows that convert. Growth that scales.

85. Save Hours
Every Week

Automate today.
Save time.
Focus on what
really matters!

Zapier automates your repetitive tasks so you can reclaim your time and focus on growing your business and living your life!



BIG IDEA

Zapier eliminates busywork by connecting your apps and automating repetitive tasks. You'll save hours every week, reduce errors, and get more done in less time - without writing a single line of code.



WHY THIS MATTERS

- ✓ Save hours every single week
- ✓ Eliminate repetitive, manual tasks
- ✓ Reduce mistakes and rework
- ✓ Speed up responses and follow-ups
- ✓ Get more done with less stress
- ✓ Focus on high-value work



ZAPIER INSIGHT

People save an average of 13 hours per week with automation. That's more than 650 hours a year you can get back! Zapier works in the background 24/7 so you can work smarter, not harder.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Automate your top repetitive tasks
- ✓ Use templates to get started quickly
- ✓ Keep your Zaps simple and focused
- ✓ Use filters to avoid unnecessary actions
- ✓ Review and optimize regularly
- ✓ Track time saved and celebrate!



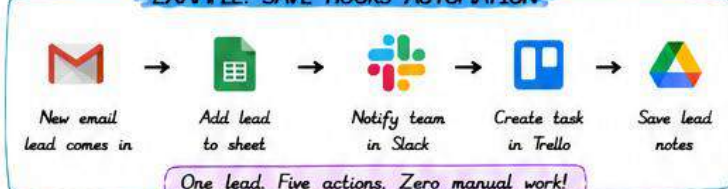
AVOID THIS

- ✗ Automating broken or messy processes
- ✗ Overcomplicating your Zaps
- ✗ Ignoring errors or failed Zaps
- ✗ Not testing before going live
- ✗ Creating Zaps without a clear goal



Bad automations waste time.
Good automations save it!

EXAMPLE: SAVE HOURS AUTOMATION



POPULAR INTEGRATIONS



ZAPIER TIPS

- ✓ Keep Zaps short and simple
- ✓ Use templates to get started
- ✓ Name Zaps clearly
- ✓ Use filters & formatters
- ✓ Review task history regularly
- ✓ Turn on error notifications



REAL-LIFE EXAMPLES

- New lead → CRM + Email + Slack
- New order → Update sheet + Email
- Form submission → Add to list
- Invoice paid → Notify + Create task
- New sign-up → Add tag + Welcome email



AUTOMATION IMPACT

- Save 5-20+ hours every week
- Reduce manual work and errors
- Respond faster
- Focus on growth and strategy

AUTOMATION STARTER IDEAS

- ① New form submission → Add to CRM
- ② New email → Create task
- ③ New row in Sheet → Notify team
- ④ New lead magnet download → Email series
- ⑤ New customer → Onboarding sequence



DOODLE IDEAS

- ★ Clock saving time
- ★ Laptop with Zapier logo
- ★ Workflow diagram
- ★ Happy person celebrating

KEY TAKEAWAY



Zapier helps you save hours every week by automating repetitive tasks, so you can focus on what truly moves the needle.



Smarter insights.
Faster decisions.
Better results.
All with Copilot.



86. Analyze Excel Data

Microsoft Copilot in Excel helps you understand data, find insights, and create reports - using simple prompts in everyday language!

BIG IDEA

Copilot in Excel turns raw data into powerful insights in seconds. Just ask a question in plain English - Copilot will analyze your data, find trends, create charts, build summaries, and even suggest next steps. It's like having a data analyst by your side!



WHY THIS MATTERS

- ✓ Save hours of manual analysis
- ✓ Discover trends and patterns instantly
- ✓ Make data-driven decisions with confidence
- ✓ Create charts, tables, and summaries in seconds
- ✓ Focus on strategy, not spreadsheets

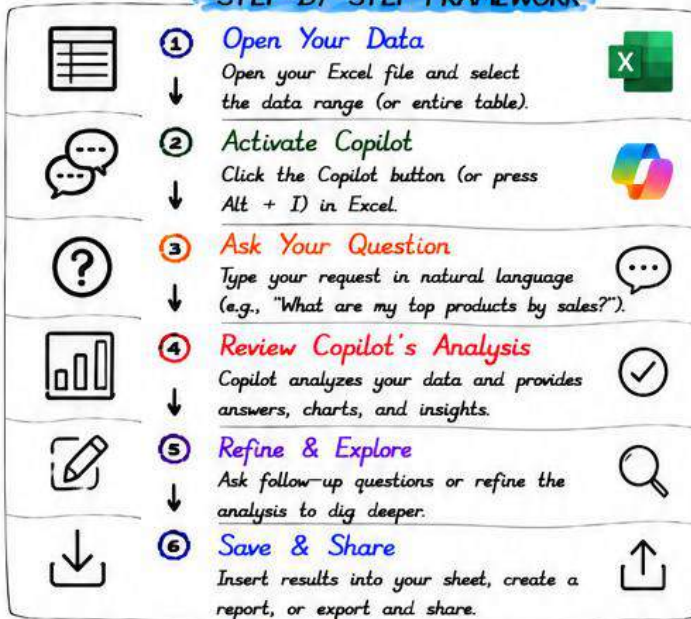


COPILOT INSIGHT

Copilot understands your data and your questions. From simple sums to complex analysis, it helps you explore, visualize, and explain your data - no formulas or coding needed. Get answers, insights, and recommendations faster than ever.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use clear, specific questions
- ✓ Select clean, structured data
- ✓ Ask for charts, trends, and comparisons
- ✓ Use follow-up prompts to go deeper
- ✓ Validate insights and make decisions



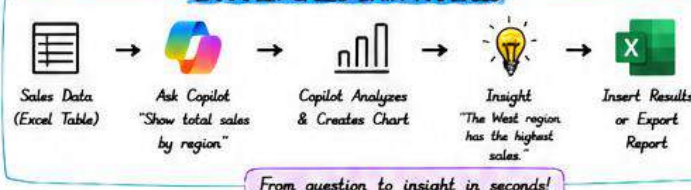
AVOID THIS

- ✗ Unclear or vague questions
- ✗ Messy or incomplete data
- ✗ Assuming results without review
- ✗ Ignoring context or business goals
- ✗ Overcomplicating simple analysis



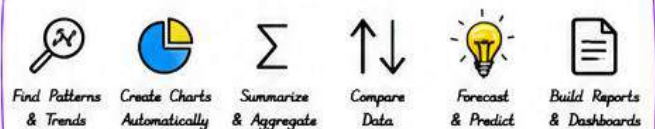
Garbage in,
garbage out -
clean data matters!

EXAMPLE: SALES DATA ANALYSIS



From question to insight in seconds!

POPULAR USE CASES



COPILOT EXAMPLES (TRY THESE PROMPTS)

- "What are the top 5 products by revenue?"
- "Show sales trends over the last 12 months."
- "Compare this quarter to last quarter."
- "Create a chart of expenses by category."
- "Summarize key insights from this data."



COPILOT TIPS

- ✓ Be specific with timeframes and metrics
- ✓ Ask for visuals to understand faster
- ✓ Use follow-up prompts to explore more
- ✓ Combine Copilot with PivotTables
- ✓ Keep your data clean and up to date



AUTOMATION STARTER IDEAS

- 1 Analyze weekly sales and email summary
- 2 Track KPIs and highlight exceptions
- 3 Forecast demand and inventory needs
- 4 Create monthly performance reports
- 5 Monitor budgets and actuals in real time



KEY TAKEAWAY



Microsoft Copilot in Excel helps you analyze data, uncover insights, and make better decisions - faster and easier than ever.



DOABLE IDEAS

- ☑ Line chart
- ☑ Pie chart
- ☑ Lightbulb
- ☑ Copilot bot

87. Write Word Documents Faster



Write better.
Save time.
Stay consistent.
All with Copilot.

Microsoft Copilot in Word helps you write, edit, and polish your documents - so you can create high-quality work in less time and with less effort! ★

BIG IDEA

Copilot in Word is your AI writing partner. It drafts content, improves clarity, fixes grammar, summarizes long text, and helps you communicate your ideas with impact - all while keeping you in control. Get more done without starting from scratch!



WHY THIS MATTERS

- ✓ Save hours on writing and editing
- ✓ Produce clear, professional documents
- ✓ Overcome writer's block
- ✓ Maintain consistent tone and style
- ✓ Focus on ideas, not formatting



COPILOT INSIGHT

Copilot helps you turn thoughts into well-structured, polished documents. From first draft to final edit, it's like having an AI writing assistant that never gets tired. You stay in flow. Copilot handles the heavy lifting.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use clear, specific prompts
- ✓ Provide context for better results
- ✓ Ask for examples or different versions
- ✓ Review and personalize the output
- ✓ Keep your document focused and concise



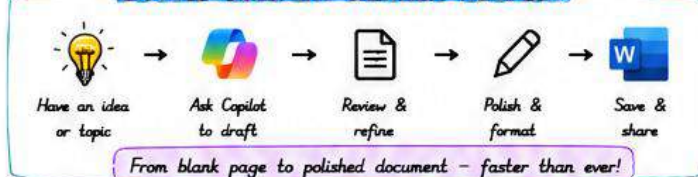
AVOID THIS

- ✗ Vague or unclear prompts
- ✗ Copy-pasting without review
- ✗ Ignoring tone, audience, or purpose
- ✗ Over-relying on AI without adding your own voice
- ✗ Skipping the final proofread



Copilot helps you write better - you bring the expertise!

EXAMPLE: DOCUMENT CREATION WORKFLOW



POPULAR USE CASES



COPILOT PROMPT EXAMPLES

- "Write a project update for stakeholders."
- "Summarize this document in 3 key points."
- "Rewrite this in a more professional tone."
- "Create an outline for a marketing plan."
- "Turn this list into a paragraph."



COPILOT TIPS

- ✓ Be specific about the outcome
- ✓ Include key details and audience
- ✓ Use follow-up prompts to refine
- ✓ Ask Copilot to shorten, expand, or simplify



AUTOMATION IMPACT

- ⌚ Save hours on writing
- ✓ Reduce editing time
- ⚡ Improve clarity & consistency
- 👤 Deliver better results
- 🧠 Focus on what matters

AUTOMATION STARTER IDEAS

- 1 Auto-generate weekly status reports
- 2 Create client-ready proposals in minutes
- 3 Draft policy or process documentation
- 4 Build onboarding guides & handbooks
- 5 Summarize long docs for quick reviews



KEY TAKEAWAY



Microsoft Copilot in Word helps you write faster, clearer, and better. Your ideas. Copilot's support. Powerful results.



DOODLE IDEAS

- ✎ Pen & paper
- 📖 Open book
- ✍ Typing hands
- 💡 Lightbulb

Beautiful slides.
More impact.
Less effort.
All with Copilot.



88. Create PowerPoint Slides

Microsoft Copilot in PowerPoint helps you create stunning presentations in minutes - from content and design to images and speaker notes!

BIG IDEA

Copilot turns your ideas into polished PowerPoint slides in seconds. Just provide a prompt, document, or outline - Copilot creates professional slides, suggests layouts, adds visuals, and helps you communicate your message with impact!



WHY THIS MATTERS

- ✓ Save hours on slide creation
- ✓ Turn ideas into visuals instantly
- ✓ Ensure a professional look and feel
- ✓ Keep your message clear and focused
- ✓ Wow your audience with engaging presentations



COPILOT INSIGHT

Copilot helps you design with purpose. It structures your story, recommends layouts, writes content, finds the right visuals, and refines your slides - so you can focus on delivering, not designing. More impact. Less stress. Better presentations.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use clear prompts with context
- ✓ Provide key points or documents
- ✓ Choose the right tone and audience
- ✓ Ask for images, charts, and icons
- ✓ Review and refine for clarity
- ✓ Keep slides simple and impactful



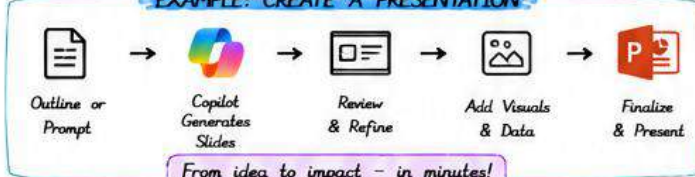
AVOID THIS

- ✗ Vague or overly broad prompts
- ✗ Overloaded slides with too much text
- ✗ Ignoring the flow and story
- ✗ Using low-quality or irrelevant visuals
- ✗ Skipping review and final polish



Great slides communicate ideas - not just information!

EXAMPLE: CREATE A PRESENTATION



From idea to impact - in minutes!

POPULAR USE CASES



COPILOT PROMPT EXAMPLES

- "Create a 10-slide deck on the future of remote work."
- "Make a sales pitch deck for our new product."
- "Summarize this document into a presentation."
- "Create a slide comparing our Q1 and Q2 performance."



COPILOT TIPS

- ✓ Be specific about topic, audience, and goals
- ✓ Upload documents for faster results
- ✓ Ask for layouts, themes, or branding
- ✓ Iterate and refine for perfection
- ✓ Use Copilot throughout your workflow



AUTOMATION IMPACT

- ⌚ Save 5+ hours per presentation
- ✓ Reduce design and formatting time
- ⚡ Improve content quality
- ⚡ Increase audience engagement
- 👤 Deliver more presentations with confidence

AUTOMATION STARTER IDEAS

- ① Create a weekly status update deck
- ② Build pitch decks from templates
- ③ Auto-summarize reports into slides
- ④ Generate training decks from docs
- ⑤ Create client-ready proposal decks



KEY TAKEAWAY



Microsoft Copilot in PowerPoint helps you create stunning presentations faster, communicate your ideas clearly, and make a lasting impact.

DO NOT DO THIS

- ✗ Slide stack
- ✗ Magic wand
- ✗ Lightbulb
- ✗ Chart



89. Manage Emails Efficiently

Clear inbox.
Save time.
Better focus.
All with Copilot.

Microsoft Copilot in Outlook helps you write, summarize, prioritize, and respond faster - so your email never slows you down! ★

BIG IDEA

Copilot is your smart email assistant. It helps you quickly understand long emails, write better replies, summarize threads, draft messages, and keep your inbox organized and under control!



WHY THIS MATTERS

- ✓ Save hours every week
- ✓ Quickly understand long email threads
- ✓ Write clear, professional replies
- ✓ Focus on what's important
- ✓ Reduce email overload and stress
- ✓ Stay productive and responsive



COPILOT INSIGHT

Copilot understands the context of your emails and helps you take action faster. From quick replies to meeting summaries, it keeps you one step ahead and helps you communicate with confidence.



STEP-BY-STEP FRAMEWORK



DO THIS

- ✓ Use Copilot to summarize long threads
- ✓ Draft replies in seconds
- ✓ Adjust tone (professional, friendly, concise)
- ✓ Extract action items and deadlines
- ✓ Flag important emails and set reminders
- ✓ Stay focused on high-priority messages



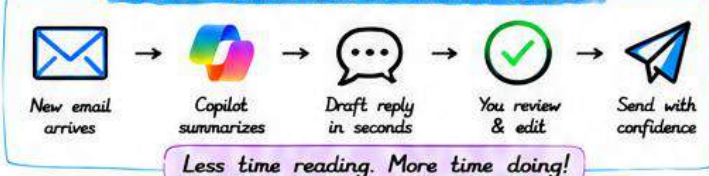
AVOID THIS

- ✗ Ignoring important context
- ✗ Sending emails without reviewing
- ✗ Over-relying without adding your touch
- ✗ Using vague or unclear prompts
- ✗ Letting your inbox get overloaded



Copilot helps - you stay in control!

EXAMPLE: EMAIL WORKFLOW WITH COPILOT



POPULAR EMAIL TASKS WITH COPILOT



COPILOT PROMPT IDEAS

- ◆ Summarize this email thread
- ◆ Draft a professional reply
- ◆ List action items and deadlines
- ◆ What are the key takeaways?
- ◆ Make this email more concise
- ◆ Create a follow-up email



COPILOT TIPS

- ✓ Be specific and clear
- ✓ Include tone or length preference
- ✓ Ask for different versions
- ✓ Use Copilot to save time daily
- ✓ Review and personalize
- ✓ Keep your inbox focused



AUTOMATION IMPACT

- ⌚ Save 5-10+ hours every week
- ✓ Respond faster & never miss important messages
- ⚡ Reduce stress & email overload
- 👤 Communicate better & more effectively

AUTOMATION STARTER IDEAS

- 1 Auto-summarize client updates
- 2 Draft weekly status reports
- 3 Set reminders for follow-ups
- 4 Auto-categorize incoming emails
- 5 Create quick replies for common questions



KEY TAKEAWAY



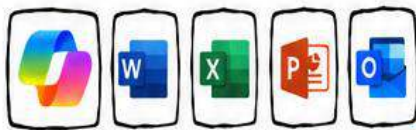
Microsoft Copilot in Outlook helps you manage emails faster, write better, and focus on what matters most.

DOODLE IDEAS

- ★ Inbox zero
- ★ Clock + mail
- ★ Copilot swirl
- ★ Checkmark



Work smarter.
Save time.
Focus on what
matters.
All with Copilot.



90. Boost Workplace Productivity

Microsoft Copilot works across your apps and tasks to help you get more done in less time - so you can focus on high-impact work! ★

BIG IDEA

Copilot is your AI productivity partner across Microsoft 365. It helps you create, analyze, communicate, and automate - saving you hours every week so you can focus on strategy, creativity, and growth!



WHY THIS MATTERS

- ✓ Save hours on repetitive tasks
- ✓ Work faster with AI assistance
- ✓ Improve quality and reduce errors
- ✓ Stay organized and on top of priorities
- ✓ Focus on high-value, impactful work
- ✓ Reduce stress and prevent burnout ★

COPILOT INSIGHT

Copilot helps you in the flow of work - across apps like Word, Excel, PowerPoint, Outlook, Teams, and more. It understands your context, suggests what you need, and helps you turn ideas into results faster than ever! 🧠

HOW COPILOT DRIVES PRODUCTIVITY



Create & Write Faster

Draft documents, reports, and presentations in seconds with professional quality.



Analyze & Understand Data

Summarize, analyze, and visualize data to make smarter decisions quickly.



Communicate Effectively

Write better emails, summarize threads, and respond faster with confidence.



Plan & Organize Work

Create plans, to-do lists, agendas, and track progress effortlessly.



Collaborate Seamlessly

Get meeting summaries, action items, and keep everyone aligned.



Automate & Simplify Tasks

Eliminate repetitive work and build workflows that save time every day.

DO THIS

- ✓ Use Copilot every day in your workflow
- ✓ Start with small tasks and scale up
- ✓ Provide context for better results
- ✓ Review and refine suggestions
- ✓ Focus on outcomes, not just tasks
- ✓ Build habits that save time ★

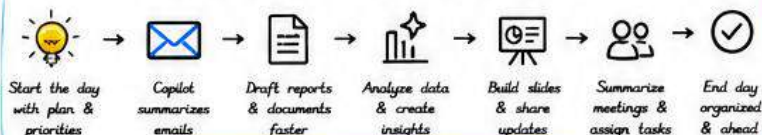
AVOID THIS

- ✗ Ignoring AI suggestions that can help
- ✗ Over-relying without reviewing results
- ✗ Using vague prompts or no context
- ✗ Trying to do everything manually
- ✗ Letting your inbox or tasks pile up



Smart use of Copilot beats doing it all yourself!

EXAMPLE: A DAY WITH COPILOT



More done. Less stress. Better results.

POPULAR USE CASES



COPILOT PROMPT EXAMPLES

- ♦ "Summarize this report in 5 key points."
- ♦ "Draft a professional email to my team."
- ♦ "Analyze this data and show trends."
- ♦ "Create a 10-slide presentation outline."
- ♦ "List action items from this meeting."



COPILOT TIPS

- ✓ Be specific & provide context
- ✓ Use follow-up prompts to refine
- ✓ Try different versions
- ✓ Save and reuse prompts
- ✓ Keep learning & experimenting ★

AUTOMATION IMPACT



AUTOMATION STARTER IDEAS

- 1 Daily summary of key emails
- 2 Automated meeting recaps
- 3 Weekly status report generation
- 4 Data dashboard updates
- 5 Onboarding docs & checklists ★

KEY TAKEAWAY



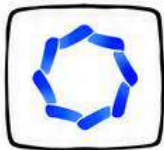
Microsoft Copilot helps you work smarter, faster, and better. Boost your productivity, focus on what matters, and achieve more!



DOODLE IDEAS

- ★ Productivity rocket
- ★ Time saved clock
- ★ Checklist
- ★ People high-fiving

Synthesia



91. Create Training Videos

Training made simple.
Engage learners.
Scale learning.
All with Synthesia.

Synthesia lets you create professional training videos with AI avatars, voiceovers, and 140+ languages - no cameras, no studios, just powerful learning that scales.

BIG IDEA

Synthesia helps you turn your training content into engaging videos - fast. Use AI avatars and voiceovers to deliver consistent, professional training at scale across teams, customers, and global audiences.



WHY THIS MATTERS

- ✓ Save time and production costs
- ✓ Train more people, anywhere
- ✓ Consistent messaging and quality
- ✓ Improve engagement and retention
- ✓ Scale learning across languages and regions



SYNTHESIA INSIGHT

Synthesia makes learning more accessible and effective. From onboarding to compliance and product training, you can create videos in minutes that look professional, sound natural, and speak your audience's language - literally.



STEP-BY-STEP FRAMEWORK

- ① **Define Your Training Goal**
Know what you want learners to know, do, or understand.
- ② **Write or Prepare Your Script**
Create a clear, focused script. Keep it conversational and concise.
- ③ **Choose Your AI Avatar & Voice**
Pick an avatar and voice that fit your audience and tone.
- ④ **Build Your Video**
Add scenes, text, visuals, and transitions in Synthesia.
- ⑤ **Translate (Optional)**
Use 140+ languages to reach a global audience.
- ⑥ **Preview, Export & Share**
Review your video, export, and share it anywhere.

DO THIS

- ✓ Keep lessons short and focused
- ✓ Use clear examples and visuals
- ✓ Speak directly to your learners
- ✓ Add branding and consistent styles
- ✓ Update and reuse videos easily



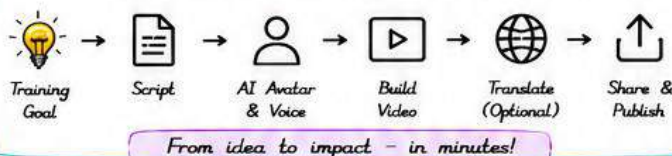
AVOID THIS

- ✗ Overloading with too much text
- ✗ Using robotic or unclear voice tones
- ✗ Making videos too long
- ✗ Ignoring your audience's needs
- ✗ Forgetting to review before publishing



Keep it clear, human, and learner-focused!

EXAMPLE: TRAINING VIDEO WORKFLOW



POPULAR USE CASES



SYNTHESIA PROMPT EXAMPLES

- ◆ Create a training video about workplace safety.
- ◆ Explain our product features for new users.
- ◆ Make a compliance training on data privacy.
- ◆ Onboard new employees to our company.
- ◆ Train our team on customer service best practices.

SYNTHESIA TIPS

- ✓ Keep videos 2-5 minutes long
- ✓ Use simple, conversational language
- ✓ Add visuals to support key points
- ✓ Use templates to save time
- ✓ Review and refine regularly



IMPACT

- ⌚ Faster training delivery
- 💰 Lower costs, no studio needed
- ★ Consistent, high-quality content
- 🌐 Reach global audiences
- 👤 Better learner engagement

STARTER IDEAS

- ① Create a new hire welcome video
- ② Build a product demo for customers
- ③ Design a compliance refresher
- ④ Train your team on new tools
- ⑤ Make a how-to series for users

KEY TAKEAWAY



With Synthesia, you can create engaging training videos that educate, inspire, and scale - without limits.



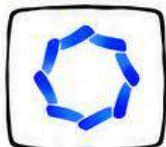
The Nation Collective | Build The Life You Deserve



DOODLE IDEAS

- ★ AI Avatar
- ★ Video Camera
- ★ Globe
- ★ Graduation Cap

Synthesia

92. Produce
Product Demos

Show. Don't just tell.
Engage. Impress.
Convert more.
All with Synthesia.

Synthesia helps you create professional product demo videos with AI avatars, screens, and voiceovers – so you can showcase your product clearly, quickly, and at scale.

BIG IDEA

Synthesia lets you create stunning product demo videos that explain features, show value, and drive action – without cameras, studios, or complex editing. Perfect for sales, onboarding, marketing, and customer education.



WHY THIS MATTERS

- ✓ Showcase your product clearly
- ✓ Reduce time and production costs
- ✓ Communicate value effectively
- ✓ Support the entire customer journey
- ✓ Scale demos in multiple languages
- ✓ Increase engagement and conversions



SYNTHESIA INSIGHT

Video demos help people understand faster and trust more. With Synthesia, you can create personalized, on-brand product demos in minutes – helping your audience see the value and take action.



STEP-BY-STEP FRAMEWORK



- ① **Define Your Demo Goal**
Know what you want to show and what action you want viewers to take.



- ② **Outline Key Features & Benefits**
List the features you'll highlight and the value they deliver.



- ③ **Write Your Script**
Keep it clear, concise, and focused on your audience's needs.



- ④ **Choose Your AI Avatar & Voice**
Pick an avatar and voice that match your brand and audience.



- ⑤ **Record Your Screen**
Capture your product in action. Add annotations or highlights if needed.



- ⑥ **Build Your Demo Video**
Combine your script, avatar, screen recording, and visuals in Synthesia.



- ⑦ **Review, Optimize & Share**
Preview, make refinements, and share across channels.

DO THIS

- ✓ Lead with your product's main value
- ✓ Keep demos short and focused
- ✓ Use a strong CTA at the end
- ✓ Maintain consistent branding
- ✓ Create versions for different audiences
- ✓ Update videos as your product evolves



AVOID THIS

- ✗ Overloading with too many features
- ✗ Making videos too long or complex
- ✗ Using jargon your audience won't get
- ✗ Poor audio, visuals, or pacing
- ✗ Forgetting to include a clear CTA



Keep it simple, clear, and customer-focused!

EXAMPLE: PRODUCT DEMO WORKFLOW



Define Goal



Write Script



Choose Avatar & Voice



Record Screen



Build Video



Share & Publish

From features to impact – in minutes!

POPULAR USE CASES



Product Launches



Sales Outreach



Website Demos



Customer Onboarding



Support Training



Feature Updates



Investor Pitches

SYNTHESIA PROMPT EXAMPLES

- ♦ "Create a product demo video for our project management tool."
- ♦ "Explain the key features of our dashboard."
- ♦ "Make a 2-minute demo for our new mobile app."
- ♦ "Create a walkthrough of our integration process."



SYNTHESIA TIPS

- ✓ Keep demos 1-3 minutes long
- ✓ Focus on outcomes, not just features
- ✓ Use visuals to show your product in action
- ✓ Add captions for accessibility
- ✓ Test and refine based on feedback



IMPACT

- ⌚ Shorter sales cycles
- ⚡ Higher engagement & conversions
- ★ Better customer understanding
- ★ Fewer support questions
- 🛡️ Stronger brand trust

STARTER IDEAS

- ① Demo your product's key features
- ② Create industry-specific demos
- ③ Build onboarding walkthroughs
- ④ Make bite-sized feature updates
- ⑤ Personalize demos for segments



KEY TAKEAWAY



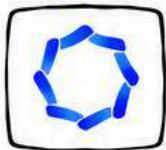
With Synthesia, you can produce professional product demos that educate, engage, and convert – at scale.

The Nation Collective | Build The Life You Deserve

DOODLE IDEAS

- ★ Play button
- ★ Screen recording
- ★ AI avatar face
- ★ Megaphone CTA

Synthesia



93. Build Corporate Presentations

Present with impact.
Inspire your team.
All with Synthesia.

Synthesia helps you create professional corporate presentations with AI avatars, voiceovers, and slides - in minutes, not days. Perfect for internal updates, training, reports, and executive comms. ★

BIG IDEA

Synthesia helps you transform slides and scripts into engaging corporate presentations. Communicate clearly, keep your audience engaged, and deliver consistent messages across your organization - without live presenters or complex equipment. 💡

WHY THIS MATTERS

- ✓ Save time and production costs
- ✓ Deliver consistent, on-brand messages
- ✓ Engage employees and stakeholders
- ✓ Explain complex topics simply
- ✓ Scale communication across teams
- ✓ Create presentations that inspire action and results ★

SYNTHESIA INSIGHT

Corporate presentations set the tone for alignment, decisions, and growth. With Synthesia, you can create polished, on-brand presentations in minutes - with professional avatars, voiceovers, and visuals that keep your audience informed and engaged. 🧠

STEP-BY-STEP FRAMEWORK



- ① **Define Your Objective**
Clarify the purpose of your presentation and the key message you want to deliver.



- ② **Write Your Script**
Create a clear, structured script that supports your key points and data.



- ③ **Choose Your AI Avatar & Voice**
Select an avatar and voice that fit your brand and audience.



- ④ **Design Your Slides**
Use clean layouts, visuals, charts, and branding for maximum impact.



- ⑤ **Build Your Presentation**
Combine your script, slides, avatar, and voiceover in Synthesia.



- ⑥ **Review & Refine**
Preview your presentation, make improvements, and ensure clarity.



- ⑦ **Publish & Share**
Export your presentation and share it across your organization.

DO THIS

- ✓ Start with a strong opening
- ✓ Keep slides simple and uncluttered
- ✓ Use visuals to support your message
- ✓ Speak in a natural, conversational tone
- ✓ End with a clear call-to-action ★

AVOID THIS

- ✗ Overloading slides with text
- ✗ Reading word-for-word
- ✗ Using poor visuals or low-quality audio
- ✗ Making presentations too long
- ✗ Skipping a strong closing

Keep it clear, concise, and impactful! 📢

EXAMPLE: CORPORATE PRESENTATION WORKFLOW



Define Objective



Write Script



Select Avatar & Voice



Design Slides



Build in Synthesia



Share & Present

From idea to presentation - in minutes!

POPULAR USE CASES



Internal Comms



Training & Onboarding



Business Reports



Announcements



Investor Relations



Global Team Updates

SYNTHESIA PROMPT EXAMPLES

- ❖ "Create a corporate presentation on our Q2 performance and results."
- ❖ "Explain our new company policy in a clear presentation."
- ❖ "Build a presentation to onboard new employees."
- ❖ "Create an executive update for our leadership team." 💡

SYNTHESIA TIPS

- ✓ Keep slides simple and on-brand
- ✓ Use short sentences in your script
- ✓ Add visuals, icons, and data charts
- ✓ Use pauses for emphasis
- ✓ Review and refine for clarity ★

IMPACT

- 🕒 Clearer communication
- 👥 Stronger engagement
- 🌟 Better alignment
- ⚡ Faster information sharing
- 🌟 Stronger business outcomes

STARTER IDEAS

- ① Company all-hands update
- ② Quarterly results presentation
- ③ New product announcement
- ④ Employee training module
- ⑤ Policy or process update ★

KEY TAKEAWAY



With Synthesia, you can build professional corporate presentations that inform, inspire, and drive action.

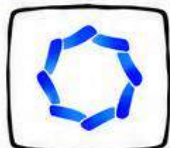
☆ The Nation Collective | Build The Life You Deserve ☆

DOODLE IDEAS

- ★ Presentation screen
- ★ Bar chart
- ★ Microphone
- ★ Play button

Teach better.
Engage more.
Inspire learning.
All with Synthesia.

Synthesia



94. Create Educational Lessons

Synthesia lets you create high-quality educational lessons with AI avatars, voiceovers, and visuals – making learning engaging, accessible, and effective for everyone.

BIG IDEA

Synthesia helps educators, trainers, and content creators design engaging video lessons that explain concepts clearly, boost understanding, and support learners anytime, anywhere – in minutes, not hours.



WHY THIS MATTERS

- ✓ Make learning engaging and effective
- ✓ Explain complex topics simply
- ✓ Reach more learners globally
- ✓ Save time on content creation
- ✓ Improve knowledge retention
- ✓ Create consistent, high-quality lessons



SYNTHESIA INSIGHT

Educational videos created with Synthesia combine visuals, clear narration, and AI avatars to help learners focus, understand better, and stay motivated. Perfect for courses, tutorials, explainers, and microlearning.



STEP-BY-STEP FRAMEWORK



① Define Your Learning Goal

Identify what learners should know, do, or understand by the end.



② Write Your Lesson Script

Break down the topic into clear, easy-to-follow points.



③ Choose Your AI Avatar & Voice

Select an avatar and voice that fit your audience.



④ Design Your Lesson

Add visuals, text, charts, examples, and branding.



⑤ Add Interactivity (Optional)

Include quizzes, questions, or call-to-actions.



⑥ Preview, Refine & Optimize

Review for clarity, pacing, and engagement.



⑦ Publish & Share

Export and share on your LMS, website, or learning platform.

DO THIS

- ✓ Keep lessons short and focused
- ✓ Use simple language and real examples
- ✓ Use visuals to explain complex ideas
- ✓ Speak naturally and pace your delivery
- ✓ End with key takeaways or a quiz



AVOID THIS

- ✗ Overloading with text or slides
- ✗ Talking too fast or too long
- ✗ Using inconsistent branding
- ✗ Ignoring your learners' needs
- ✗ Skipping a clear summary or recap



Clarity,
engagement,
and purpose
win every time!

EXAMPLE: LESSON CREATION WORKFLOW



Learning Goal



Script



Avatar & Voice



Lesson Design



Add Visuals & Interactivity



Publish & Share

From idea to impact – in minutes!

POPULAR USE CASES



Online Courses



Tutorials & How-To's



eLearning



K-12 & Higher Ed



Corporate Training



Skill Development

SYNTHESIA PROMPT EXAMPLES

- ◆ "Create a lesson on photosynthesis for high school students."
- ◆ "Explain the basics of cybersecurity in simple terms."
- ◆ "Create a training video on customer service best practices."



SYNTHESIA TIPS

- ✓ Use short sentences and simple words
- ✓ Add visuals to support key points
- ✓ Use examples and stories
- ✓ Ask questions to engage learners
- ✓ Review and refine for clarity



IMPACT



Better Understanding



Higher Engagement



Scalable Learning



Stronger Results

STARTER IDEAS

- ① Create a microlearning series
- ② Build onboarding courses
- ③ Make concept explainer videos
- ④ Record lecture-style lessons
- ⑤ Develop exam prep content



DOODLE IDEAS

- ★ Book & lightbulb
- ★ Graduation cap
- ★ Play button
- ★ Globe
- ★ Checklist

KEY TAKEAWAY

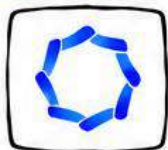


With Synthesia, you can create engaging educational lessons that teach, inspire, and help learners succeed – anywhere, anytime.

The Nation Collective | Build The Life You Deserve

One message.
Every language.
Every team.
All with Synthesia.

Synthesia

95. Generate
Global Team Content

Synthesia helps you create professional videos in 140+ languages, with AI avatars and voiceovers, so your global team stays informed, aligned, and inspired.

BIG IDEA

Synthesia helps global organizations create clear, consistent, and localized video content - at scale. Communicate across languages and cultures without the cost and complexity of traditional video production.



WHY THIS MATTERS

- ✓ Communicate consistently worldwide
- ✓ Save time and production costs
- ✓ Localize content in 140+ languages
- ✓ Engage and inform global teams
- ✓ Support learning and compliance
- ✓ Strengthen company culture globally



SYNTHESIA INSIGHT

AI video breaks language barriers and brings your message to life. With Synthesia, you can deliver training, updates, and important announcements that resonate with every team member - wherever they are.



STEP-BY-STEP FRAMEWORK



1 Define Your Goal

Clarify the purpose, audience, and key message.



2 Write Your Script

Keep it clear, concise, and culturally relevant.



3 Choose AI Avatar & Voice

Select from diverse avatars and voices in 140+ languages.



4 Customize Your Video

Add text, visuals, branding, and examples to support your message.



5 Translate & Localize

Translate your script and adapt tones for each region.



6 Preview & Refine

Review your video and make improvements.



7 Publish & Share

Publish your video and share with your global team.

DO THIS

- ✓ Keep messages clear and simple
- ✓ Use professional avatars and voices
- ✓ Respect cultural differences
- ✓ Localize - don't just translate
- ✓ Update content regularly



AVOID THIS

- ✗ Overloading with too much text
- ✗ Using slang or complex jargon
- ✗ Ignoring cultural nuances
- ✗ Inconsistent branding
- ✗ Outdated or inaccurate content



Think global,
create local,
connect
everywhere!

EXAMPLE: GLOBAL CONTENT WORKFLOW



Define
Goal



Write
Script



Choose
Avatar & Voice



Build
Video



Translate
& Localize



Share
Globally

From idea to global impact - in minutes!

POPULAR USE CASES



Company
Announcements



Employee
Onboarding



Training &
Learning



Compliance
Communications



Product
Updates



Leadership
Messages

SYNTHESIA PROMPT EXAMPLES

- ◆ Create a training video on data security in Spanish.
- ◆ Explain our new benefits policy to employees in France.
- ◆ Build an onboarding video for new hires.
- ◆ Create a leadership update video in Japanese.



SYNTHESIA TIPS

- ✓ Use short sentences and simple words
- ✓ Add visuals to support key points
- ✓ Use a natural, conversational tone
- ✓ Test in different languages
- ✓ Get feedback and refine content



IMPACT

- 🌐 Stronger global alignment
- 👥 Higher engagement
- 🗣️ Better understanding
- ⚡ Faster communication
- 😊 Stronger company culture

STARTER IDEAS

- 1 Welcome message for new hires
- 2 Monthly company update
- 3 Product or feature demo
- 4 Compliance training
- 5 Customer success stories



DOODLE IDEAS

- ★ Globe with people
- ★ Speech bubbles
- ★ Avatars
- ★ World map
- ★ Handshake

KEY TAKEAWAY



With Synthesia, you can generate global team content that informs, inspires, and connects - in any language.

The Nation Collective | Build The Life You Deserve

AI360

TOOL 20

NotebookLM



The Nation Collective

Build The Life You Deserve

96. Turn Notes into Summaries

Your notes.
Instant clarity.
Smarter insights.
All with NotebookLM.

NotebookLM helps you turn messy notes, docs, and ideas into clear, concise summaries, so you can learn faster, remember more, and take action.

BIG IDEA

NotebookLM uses AI to read and understand your notes, documents, and research - then creates smart summaries that capture the key points you need, saving you hours of reading and organizing.



WHY THIS MATTERS

- ✓ Save time and mental energy
- ✓ Quickly grasp key ideas and insights
- ✓ Organize complex information
- ✓ Support better learning and retention
- ✓ Make research and study easier
- ✓ Turn long content into actionable takeaways



NOTEBOOKLM INSIGHT

NotebookLM doesn't just summarize - it helps you understand your content better. It connects ideas, highlights what matters most, and presents it in a way that's easy to review, share, and use.



STEP-BY-STEP FRAMEWORK



1 Add Your Sources

Upload or paste your notes, docs, slides, or links into NotebookLM.



2 Let AI Analyze

NotebookLM reads and understands your content deeply.



3 Generate a Summary

Click "Summarize" to get a clear, concise overview of your material.



4 Review & Refine

Adjust summary length, focus, or format to match your needs.



5 Ask Questions

Ask NotebookLM questions about your content and get accurate answers.



6 Save & Share

Export summaries, notes, and insights or share with your team.

DO THIS

- ✓ Use clear, high-quality source material
- ✓ Keep your sources focused and relevant
- ✓ Use the summaries as a starting point
- ✓ Combine summaries with your own notes
- ✓ Review and update regularly



AVOID THIS

- ✗ Uploading cluttered or off-topic content
- ✗ Relying on summaries without review
- ✗ Ignoring key details and context
- ✗ Using summaries as the final output
- ✗ Forgetting to update old notes



AI helps, but your judgment makes it powerful.

EXAMPLE: NOTES TO SUMMARY WORKFLOW



Take Notes



Upload to NotebookLM



AI Analyzes Content



Get Smart Summary



Ask & Explore Insights



Save or Share

From raw notes to clear insights - in minutes!

POPULAR USE CASES



Study & Learning



Work Reports



Research



Team Meetings



Content Creation



Idea Development

NOTEBOOKLM PROMPT EXAMPLES

- ♦ Summarize these meeting notes.
- ♦ Give me the 5 key takeaways.
- ♦ What are the main themes?
- ♦ Create a short summary for a busy executive.



NOTEBOOKLM TIPS

- ✓ Break large documents into sections
- ✓ Use descriptive titles for sources
- ✓ Ask follow-up questions for deeper understanding
- ✓ Save useful answers for later



IMPACT

- ⚡ Faster learning
- ★ Better understanding
- ⚙️ Smarter decisions
- ⌚ More time for what matters

STARTER IDEAS

- 1 Summarize your class notes
- 2 Turn meeting notes into action items
- 3 Review research papers faster
- 4 Create study guides
- 5 Brief your team in minutes



KEY TAKEAWAY



With NotebookLM, you can turn any notes or documents into clear, actionable summaries that save time and deliver insights.



The Nation Collective | Build The Life You Deserve



DOODLE IDEAS

- ★ Notebook + Brain
- ★ Summary page
- ★ Lightbulb
- ★ Key icon



97. Create Study Guides

Study smarter.
Learn faster.
Retain more.
All with NotebookLM.

NotebookLM helps you turn your notes, readings, and resources into personalized study guides that simplify complex topics and help you prepare with confidence. ★

BIG IDEA

NotebookLM uses AI to analyze your sources and generate clear, structured study guides tailored to your content. It helps you review key concepts, test your understanding, and study more effectively. 💡

WHY THIS MATTERS

- ✓ Save time creating study materials
- ✓ Focus on what's most important
- ✓ Improve comprehension and retention
- ✓ Prepare better for quizzes and exams
- ✓ Study anywhere with smart summaries



NOTEBOOKLM INSIGHT

A great study guide doesn't just list facts – it breaks down complex ideas, connects concepts, and helps you review actively. NotebookLM makes that process fast, easy, and personalized to your needs. 🧠

STEP-BY-STEP FRAMEWORK



① Add Your Sources

Upload your notes, readings, slides, or paste text into NotebookLM.



② Let AI Analyze

NotebookLM reads and understands your content.



③ Generate a Study Guide

Choose "Study Guide" and let AI create summaries, key points, and explanations.



④ Customize Your Guide

Adjust the format, add focus areas, or emphasize topics you need.



⑤ Practice & Test Yourself

Use the guide for self-quizzes, flashcards, or practice questions.



⑥ Save & Share

Export your study guide or share it with classmates or study groups.

DO THIS

- ✓ Upload clear, high-quality sources
- ✓ Ask for summaries, key terms, and examples
- ✓ Use outlines, tables, and bullet points
- ✓ Review actively and take practice tests
- ✓ Revisit and update your guides regularly ★

AVOID THIS

- ✗ Uploading scattered or unrelated content
- ✗ Relying only on AI – don't skip review
- ✗ Ignoring details and context
- ✗ Using long, cluttered guides
- ✗ cramming instead of consistent study



NotebookLM helps you study smarter, not just harder!

EXAMPLE: STUDY GUIDE WORKFLOW



Add Sources



AI Analyzes Content



Generate Study Guide



Customize & Review



Practice & Study



Save & Share

From your notes to exam-ready – in minutes!

POPULAR USE CASES



Exam Preparation



Course Review



Flashcards & Practice



Quiz Prep



Group Study



Self Learning

NOTEBOOKLM PROMPT EXAMPLES

- ♦ Create a study guide from these notes.
- ♦ Summarize the key concepts.
- ♦ Make practice questions with answers.
- ♦ Create flashcards for this topic.
- ♦ Explain the main ideas simply. 💡

NOTEBOOKLM TIPS

- ✓ Break large topics into smaller sections
- ✓ Use headings and key terms
- ✓ Add examples and real-life connections
- ✓ Test yourself regularly
- ✓ Use multiple formats (guide, Q&A) ★

IMPACT

- 🧠 Better understanding
- 📈 Higher retention
- ⭐ Greater confidence
- 📊 Better grades
- ⌚ More efficient study time

STARTER IDEAS

- ① Create a study guide for this chapter
- ② Generate practice quiz questions
- ③ Summarize key definitions
- ④ Make flashcards from these notes
- ⑤ Explain this topic for a beginner ★

DOODLE IDEAS

- ★ Books & Notes
- ★ Lightbulb
- ★ Brain
- ★ Checkmarks

KEY TAKEAWAY



With NotebookLM, you can turn your notes and resources into powerful study guides that help you learn, review, and succeed.



The Nation Collective | Build The Life You Deserve



NotebookLM



98. Generate AI Podcasts

Your notes.
AI voices.
Real conversations.
All with NotebookLM.

NotebookLM turns your documents and notes into engaging AI podcasts, featuring lifelike voices discussing your content - perfect for learning, sharing, and on-the-go insights.

BIG IDEA

NotebookLM uses AI to transform your notes, documents, and research into natural-sounding podcasts with AI hosts that discuss and explain your content like real conversations.



WHY THIS MATTERS

- ✓ Turn content into engaging audio
- ✓ Learn and review on the go
- ✓ Make complex topics easier to understand
- ✓ Share insights in a unique format
- ✓ Boost engagement for your audience
- ✓ Save time creating audio content



NOTEBOOKLM INSIGHT

AI podcasts bring your content to life with dynamic discussions, different perspectives, and clear explanations. It's like having expert hosts break down your ideas - making learning more engaging and accessible.



STEP-BY-STEP FRAMEWORK



1 Add Your Sources

Upload notes, docs, research papers, or paste text into NotebookLM.



2 Let AI Analyze

NotebookLM reads and understands your content.



3 Create an AI Podcast

Choose "Audio Overview" to generate a podcast-style conversation.



4 Review & Customize

Pick podcast style, voices, and focus areas if available.



5 Generate & Listen

Generate your podcast and listen directly in NotebookLM.



6 Share & Export

Share the podcast link or download to listen anytime, anywhere.

DO THIS

- ✓ Upload clear, organized sources
- ✓ Focus on one main topic per podcast
- ✓ Use the podcast to review and learn
- ✓ Share with your team or audience
- ✓ Update sources to create new episodes



AVOID THIS

- ✗ Using unrelated or low-quality sources
- ✗ Overloading with too many topics
- ✗ Skipping review before sharing
- ✗ Ignoring your audience's needs
- ✗ Relying only on AI - stay informed



AI voices are powerful, but you guide the message!

EXAMPLE: AI PODCAST WORKFLOW



Add Sources

AI Analyzes Content

Create Audio Overview

AI Hosts Discuss

Listen & Review

Share or Download

From notes to conversations - in minutes!

POPULAR USE CASES



Study Companions



Training & Education



Research Breakdowns



Team Updates



Content Repurposing



Learning on the Go

NOTEBOOKLM PROMPT EXAMPLES

- ◆ Create a podcast from my lecture notes.
- ◆ Summarize this research in a podcast.
- ◆ Make a podcast about key concepts.
- ◆ Turn these meeting notes into a conversation.



NOTEBOOKLM TIPS

- ✓ Break long documents into sections.
- ✓ Use descriptive titles for sources.
- ✓ Add examples and real-life connections.
- ✓ Test different podcast styles.
- ✓ Review and refine regularly.



IMPACT

- 🧠 Better understanding
- ★ More engagement
- 🔄 Flexible learning
- ⌚ Time savings

STARTER IDEAS

- 1 Create a study podcast for exams
- 2 Turn reports into audio summaries
- 3 Make training podcasts for teams
- 4 Share weekly updates as podcasts
- 5 Explain complex topics simply



KEY TAKEAWAY



With NotebookLM, you can turn any notes or documents into engaging AI podcasts that educate, inform, and inspire - anywhere, anytime.

The Nation Collective | Build The Life You Deserve

DOODLE IDEAS

- ★ Podcast mic
- ★ Sound waves
- ★ Headphones
- ★ Notes
- ★ Chat bubbles

99. Understand
Research Papers

Complex papers.
Clear insights.
Deeper understanding.
All with NotebookLM.

NotebookLM helps you upload research papers and instantly grasp the key points, methods, results, and implications - so you can learn faster and think deeper. ★

BIG IDEA

NotebookLM uses AI to help you break down research papers into plain language summaries, key insights, and clear explanations so you can understand and retain complex information.



WHY THIS MATTERS

- ✓ Save time reading dense papers
- ✓ Grasp key findings quickly
- ✓ Understand methods and results
- ✓ Compare papers with ease
- ✓ Support better research and decisions
- ✓ Learn more, stress less



NOTEBOOKLM INSIGHT

Research papers are packed with important ideas, but they can be hard to digest. NotebookLM makes them easier to read, summarize, and apply - helping students, researchers, and professionals turn information into knowledge. 🌸

STEP-BY-STEP FRAMEWORK



① Add Your Paper

Upload the research paper (PDF) or paste the text into NotebookLM.



② Let AI Analyze

NotebookLM reads and understands the paper in depth.



③ Get Key Insights

Receive a summary of the abstract, introduction, methods, results, and conclusions.



④ Explore in Detail

Ask questions about the paper, terms, data, or methodology.



⑤ Visualize & Organize

Use outlines, mind maps, timelines, or tables to see the big picture.



⑥ Save & Share

Export notes, summaries, or share with your team.

DO THIS

- ✓ Upload the full paper or key sections
- ✓ Start with the summary for a quick overview
- ✓ Ask specific questions for deeper insights
- ✓ Review figures, tables, and results
- ✓ Track important findings and citations



AVOID THIS

- ✗ Reading without a clear purpose
- ✗ Focusing only on the abstract
- ✗ Ignoring methods and limitations
- ✗ Overlooking important data or tables
- ✗ Not verifying key results or sources



AI helps, but critical thinking makes you an expert.

EXAMPLE: RESEARCH PAPER WORKFLOW



Upload Paper

AI Analyzes Content

Get Summary & Key Points

Ask Questions & Explore

Extract Insights & Visuals

Save or Share

From complex paper to clear understanding - in minutes!

POPULAR USE CASES



Academic Research



Market Research



Literature Reviews



Grant & Proposals



New Topic Learning



Team Research

NOTEBOOKLM PROMPT EXAMPLES

- ◆ Summarize this research paper.
- ◆ Explain the methodology used.
- ◆ What are the key findings?
- ◆ What are the limitations?
- ◆ How does this compare to other studies?



NOTEBOOKLM TIPS

- ✓ Break long papers into sections
- ✓ Use follow-up questions
- ✓ Save useful answers as notes
- ✓ Create study guides or flashcards
- ✓ Use charts to compare studies



IMPACT

- ① Faster comprehension
- ② Better decision making
- ③ Stronger research quality
- ④ More time for deep thinking
- ⑤ Greater academic & professional success

STARTER IDEAS

- ① Understand a complex journal paper
- ② Compare multiple research studies
- ③ Prepare for exams or presentations
- ④ Write literature reviews faster
- ⑤ Stay updated in your field



DOODLE IDEAS

- ★ Book & Brain
- ★ Magnifying Glass
- ★ Lightbulb
- ★ Chart & Graphs
- ★ Paper & Pen

KEY TAKEAWAY



With NotebookLM, you can understand research papers faster, extract key insights, and apply knowledge with confidence.



The Nation Collective | Build The Life You Deserve



NotebookLM

100. Build a
Personal
Knowledge Hub

All your knowledge.
All in one place.
Always with you.
All with NotebookLM.

NotebookLM helps you bring together your notes, documents, ideas, and research to build a personal knowledge hub that organizes your learning and fuels your growth.

BIG IDEA

NotebookLM uses AI to turn everything you read, write, and collect into a smart, connected knowledge hub - organized, searchable, and ready when you are. Your learning. Your system. Your advantage.



WHY THIS MATTERS

- ✓ Centralize all your knowledge
- ✓ Find what you need instantly
- ✓ Connect ideas across sources
- ✓ Build on your learning over time
- ✓ Increase clarity, creativity, and output
- ✓ Your knowledge grows with you



NOTEBOOKLM INSIGHT

When your knowledge is scattered, it's hard to learn, create, or take action. NotebookLM helps you build a personal knowledge hub where everything connects - so you can think deeper, create better, and achieve more.



STEP-BY-STEP FRAMEWORK



① Collect Everything

Upload notes, docs, articles, PDFs, videos, links, and more.



② Let AI Organize

NotebookLM analyzes and organizes your content for easy discovery.



③ Connect & Tag

Group by topics, add tags, and link related ideas.



④ Ask & Explore

Ask questions, get insights, and discover connections.



⑤ Create & Build

Generate summaries, guides, and content from your knowledge.



⑥ Review & Evolve

Keep your hub fresh by adding new ideas and refining over time.

DO THIS

- ✓ Upload all your key knowledge sources
- ✓ Use tags and folders to stay organized
- ✓ Ask questions to spark new insights
- ✓ Turn ideas into action with summaries
- ✓ Review and update regularly



AVOID THIS

- ✗ Storing knowledge across too many apps
- ✗ Not organizing - future you will struggle
- ✗ Ignoring new insights and connections
- ✗ Letting your hub become outdated
- ✗ Collecting without reading or using



A messy hub creates confusion.
A clear hub creates power.

EXAMPLE KNOWLEDGE HUB WORKFLOW



Upload Sources

AI Analyzes Content

Organizes & Tag

Explore & Ask

Create & Build

Share or Use

From scattered info to structured knowledge - in minutes!

POPULAR USE CASES



Learning & Study

Work & Projects

Ideas & Creativity

Research & Analysis

Personal Growth

Teaching & Sharing

NOTEBOOKLM PROMPT EXAMPLES

- ◆ Summarize all my content on [topic].
- ◆ What connections exist between these ideas?
- ◆ Create a study guide from my notes.
- ◆ What should I explore next?
- ◆ Give me action steps based on my knowledge.



NOTEBOOKLM TIPS

- ✓ Use clear tags and folder names
- ✓ Add descriptions to support context
- ✓ Review insights regularly
- ✓ Use the Q&A to deepen understanding
- ✓ Keep adding - your hub grows smarter



IMPACT

- 📖 Better understanding
- 🚀 Faster learning
- 💡 Smarter decisions
- 🌟 More creativity
- 🌱 Long-term personal growth

STARTER IDEAS

- ① Build a hub for your career
- ② Create a learning library
- ③ Organize your research
- ④ Track ideas & inspirations
- ⑤ Build a content creation vault



KEY TAKEAWAY



With NotebookLM, you can build a personal knowledge hub that organizes your world, fuels your mind, and empowers your future.

The Nation Collective | Build The Life You Deserve

DOODLE IDEAS

Books & Brain
Knowledge Graph
Folders & Links
Lightbulb
Infinity Loop