

BRIEFING NO. 5

Five jobs AI is ready to do for you today

No setup, no sensitive data, no learning curve — just five things to try this week.



Plenty of people have read about AI, nodded along, and still never typed anything into one. Fair enough — a blank box is a strange place to start. So here are five jobs it does well on day one, none of which involve anything confidential. Each comes with a prompt you can copy as-is. Try two this week.

1. Rewrite the email you've been staring at

You know what you want to say; the words came out stiff, or long, or sharper than you meant. Paste it in.

"Rewrite this email so it's friendly but direct, and about half as long. Keep the key details. Give me two versions — one casual, one more formal."

2. Explain a document you didn't write

An article, a manual, a proposal someone sent you — anything already public or non-sensitive. Instead of rereading it three times, interrogate it.

"Explain this in plain English. Assume I'm smart but new to the topic. Then tell me the three things I should ask about before acting on it."

3. Turn messy notes into something usable

The scribbles from this morning's call, the bullet fragments in your phone. AI is exceptionally good at finding the structure you already meant.

"Turn these notes into a clear list of action items — who does what, by when. Flag anything that looks like a decision we still haven't made."

4. Prep for a meeting with an expert

Before you sit down with a lawyer, a lender, an accountant, or a contractor, spend five minutes arriving smarter. The billable hour goes further when you ask better questions.

"I'm a small business owner meeting a commercial insurance broker to review coverage. Give me ten questions worth asking, and explain why each one matters in a sentence."

5. Learn anything by interrogating it

This is the one people underrate. AI is a patient tutor with no office hours: ask, then keep asking. "Simpler." "Give me an example." "What do people get wrong about this?" The follow-up questions are where the learning happens.

"Explain how business lines of credit work. Start simple, then go one level deeper. Use a concrete example with real-looking numbers."

Notice what all five have in common: nothing sensitive goes in. Emails you'd send anyway, documents that are already public, notes with nothing confidential in them. That's not an accident — it's the right place to build the habit. And when a job *does* involve the sensitive stuff, that's a different decision about where the work happens — one we covered in Briefing No. 3.

Want to learn more about keeping your data private? Email PrivateAI@sterling.net