

AI Skills

Starter Map

Five practical AI skills, the first step for each, and free places to practice.

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- 1 Briefing AI properly
- 2 Automating repeated work
- 3 Getting answers out of data
- 4 Checking what AI gives you
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HOW Pick one skill. Do the first step this week. Practice in the free tools and docs listed at the end.

This map

A short path, not a course. Work one skill at a time.

YOUR LOOP

- ☐ Pick the skill that matches the pain you feel most this week.
- ☐ Read the what and why in one pass.
- ☐ Do the first step before you open another tool.
- ☐ Practice in a free chat, sandbox, or docs page from the index.
- ☐ Come back next week and pick the next skill.

WHAT THIS IS NOT

Not a paid course. Just five skills you can start with free tools and public docs.

TIP

Save this PDF. Re-run the first step for any skill when your prompts or workflows get messy again.

Briefing AI

properly

Vague prompts waste time. A BOLT Brief gets useful answers on the first try.

WHAT / WHY

What: Write a beginner **BOLT Brief**: Background, Objective, Look, and Terms.

Why: AI guesses when you leave gaps. Filling those four parts cuts rewrites.

FIRST STEP

- ☐ Open your most-used prompt.
- ☐ Rewrite it as a BOLT Brief:
 - ☐ Background: who you are and the context
 - ☐ Objective: the one outcome you need
 - ☐ Look: what good output looks like (a short sample or traits)
 - ☐ Terms: constraints, format, and must-includes
- ☐ Run the new brief once and keep the version that works.

PRACTICE Claude.ai or ChatGPT free tiers where available.
Practice one BOLT Brief. Prompt docs: docs.anthropic.com and platform.openai.com/docs/guides/prompt-engineering

Automating *repeated work*

If you do the same clicks every week, an automation can do the boring middle for you.

WHAT / WHY

What: Connect apps with Zapier, Make, or n8n so a trigger runs the steps you used to do by hand.

Why: Repeated busywork steals focus. Automating the ugliest task first pays you back every week.

FIRST STEP

- ☐ Write down 3 tasks you repeat every week.
- ☐ Circle the ugliest one (most clicks, most boring, or most easy to mess up).
- ☐ Open Zapier, Make, or n8n docs and map trigger, then action, then check.
- ☐ Build a tiny version of that one flow. Do not automate all three yet.

PRACTICE learn.zapier.com, academy.make.com, and docs.n8n.io. Use docs and free tiers where available. Do not assume every plan stays free forever.

Getting answers *out of data*

Reports hide the point. Your job is to pull the three things that matter.

WHAT / WHY

What: Paste a spreadsheet, PDF, or report into an AI chat and ask for the decisions hidden in the numbers.

Why: Raw tables do not help you act. A short answer with the three key points does.

FIRST STEP

- ☐ Pick one real report from this week (CSV, PDF, or a pasted table).
- ☐ Paste or upload it into Claude or ChatGPT.
- ☐ Ask: "What are the 3 things that matter, and what should I do next?"
- ☐ Check each number against the source before you share the answer.

PRACTICE Claude or ChatGPT file upload or paste. For sheets, see workspace.google.com/resources/ai. Always keep the original file open beside you.

Checking what *AI gives you*

AI drafts are a start. Your name goes on the final answer, so you verify it.

WHAT / WHY

What: Treat every AI draft as unchecked until you confirm facts, numbers, names, and links.

Why: Models invent details. A five-minute check stops a wrong number from leaving your desk.

FIRST STEP

- ☐ Take one AI draft you will send this week.
- ☐ Highlight every number, date, name, and URL.
- ☐ Verify each one against a source you trust (report, invoice, calendar, official docs).
- ☐ Fix or cut anything you cannot confirm.
- ☐ Only then send or publish.

QUICK CHECKLIST

- ☐ Numbers match the source
- ☐ Names and titles are current
- ☐ Links open to the right page
- ☐ Tone matches how you actually write

PRACTICE Any AI chat plus your source docs. The checklist above is the practice. No special tool required.

Building your *own AI helper*

Stop re-explaining the same task. Put the instructions in a helper once.

WHAT / WHY

What: A Claude Project or a custom GPT that already knows your task, tone, and output format.

Why: If you have explained a task ten times, a helper saves the tenth explanation and every one after.

FIRST STEP

- ☐ Name the task you have explained ten times (onboarding note, weekly summary, client reply).
- ☐ Write a BOLT Brief for that task using Skill 1 (Background, Objective, Look, Terms).
- ☐ Create one Claude Project or one custom GPT with that brief as the instructions.
- ☐ Run a real example through it. Fix the instructions once. Reuse next time.

PRACTICE Claude Projects:

support.claude.com/en/articles/9517075-what-are-projects.

Custom GPTs: help.openai.com (search Creating a GPT). Plans and limits vary.

Free places *to start*

Public docs, chats, and learning hubs. Checked Oct 26, 2026.
Free tiers and limits change; use what is available on your account.

BY SKILL

1 Briefing (BOLT Brief)

claude.ai / chatgpt.com (free tiers where available)

docs.anthropic.com (prompt engineering)

platform.openai.com/docs/guides/prompt-engineering

2 Automating

learn.zapier.com

academy.make.com

docs.n8n.io and n8n.io/cloud (docs and free tiers where available)

3 Data answers

Claude or ChatGPT paste / file upload

workspace.google.com/resources/ai

4 Checking

Any AI chat + your source docs + the Skill 4 checklist

5 AI helper

support.claude.com/en/articles/9517075-what-are-projects

help.openai.com (Creating a GPT)

NOTE No affiliate links here. We do not claim every tool stays free forever. Read each site for current plan limits.

Where to find *me*

SKOOL COMMUNITY

Join the Momentum AI community on Skool:

<https://www.skool.com/momentum-ai/about>

Step-by-step AI systems and real builds you can follow.

INSTAGRAM

@erick.killmonger

New carousels and guides like this one. Comment SKILLS to get this map.

[instagram.com/erick.killmonger](https://www.instagram.com/erick.killmonger)

NEWSLETTER

Two Steps Ahead

AI news, useful tools, and security stories worth your time.

momentum-ai.beehiiv.com/subscribe

STAN STORE

All my links

stan.store/Momentum_AI