



AI at Work

A working session — not a seminar. Bring a real task; leave with it faster.

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60 minutes · hands-on · questions any time

Why this hour is worth it

Three things are true at once:



It's already in your building

Your people are using AI right now, with or without a plan. The only question is whether they use it well and safely.



The wins are real

Teams I've trained cut hours off document drafting, data entry, and research — on their first day, on their real work.



The gap is skill, not tools

Everyone has access to the same AI. The difference between "meh" and "wow" is a handful of learnable habits. That's today.

What this looks like in practice

Real results from teams I've trained and worked alongside:



OPERATIONS

500+ forms, auto-filled

A campaign-launch process that meant hand-filling hundreds of web forms now runs with AI driving the browser.



RESEARCH

A research-to-draft pipeline

Research, citation gathering, and first-draft assembly for complex documents — organized into one repeatable AI workflow.



ENGINEERING

Faster onboarding into the unknown

New codebases and unfamiliar systems explained on demand. One engineer called it the biggest career-shift tool he's used.



EVERYONE

The daily grind, shortened

Emails, summaries, meeting notes, spreadsheets — the small stuff that eats afternoons, handled in minutes.

What can you put in AI?

The rule that keeps you safe — assuming a business account, not a free personal one:

✗ **Keep out — today**

- Client-confidential or privileged material
- Records you hold under regulation (medical, financial) unless your policy explicitly allows it
- Anything a partner or customer marked confidential
- Passwords, keys, account credentials — ever

✓ **Safe — and useful**

- Your own writing, drafts, and notes
- Brainstorming, questions, "explain this to me"
- Internal documents your policy allows
- Business accounts keep your data private — it is not used for training

The tiebreaker: if you'd hesitate to email it to an outside vendor, ask before you paste it.

Role + stakes + one hard rule

THE VAGUE VERSION

“Make this more rigorous.”

Result: confident-sounding filler where the document was thin.
Nobody catches it until it's in front of the boss.

WHAT ACTUALLY WORKED

“This goes in front of leadership. If a number is wrong, I get the question. Don't write anything you can't point to in the document — flag it instead of guessing.”



The lesson: tell it who the output is for, what happens if it's wrong, and one rule it may not break. That prompt produced a summary with two items flagged “unclear — please verify” instead of invented.

Works for anything: case summaries, client reports, vendor briefings, board updates.

Iterate, don't restart · Brainstorm first



Treat the first answer as a draft

Don't re-explain from scratch. Push back in 3–5 words:

“shorter”

“less formal”

“in my tone”

“no bullet points”

“give me one more”

“too complicated”

A vendor email went from stiff to sendable in 3 rounds, not 20.



Open with a conversation, not an order

“Let’s brainstorm — no draft yet.”

Flips the AI from “produce immediately” to “ask questions first.” The questions it asks before writing anything routinely save more time than the output itself.

Works for emails, memos, plans, strategy — not just code.

Where AI confidently makes things up



Invented numbers & quotes

States a statistic or quote that exists nowhere. It sounded right, so it filled the gap.



Analyzes the wrong thing

You upload a file; it confidently summarizes... a different file. It never asked which one.



Stale facts as current

Prices, policies, features, contacts — the world changed; its training data didn't.



Polished ≠ correct

Fluent, confident prose is exactly what it produces when it's wrong. Style is not evidence.



The defense — ask for receipts: *“Where in the document did you get that?” · “Give me the exact quote.” · “You didn’t make anything up, did you?”*

Now you — 15 minutes, real work

Not an exercise. Your actual Tuesday, made shorter.

1

Pick a real task

An email you owe someone, a document to summarize, a draft to improve, a thing to figure out. Something from this week.

2

Use the patterns

Who it's for + what's at stake + one hard rule. Or open with "let's brainstorm — no draft yet." Then push back in 3–5 words.

3

Demand receipts

Before you trust anything: "where did that come from?" Then raise your hand and show the room what you got.

I'll be walking the room. Stuck for 30 seconds? Wave.

Keep it going

Today was the baseline. If you want this working across the whole operation:

Team working day

A full day with your team on your real workflows — tools set up, templates built, everyone producing by afternoon.

Opportunity assessment

Two weeks inside your operation. You get a ranked roadmap: what to automate, what it costs, what it saves each year.

Make a process disappear

Pick the workflow that eats the most payroll. I build the automation, hand it over working, train your team to run it.



christopher@krecicki.com · krecicki.com · The first call is free — bring me your worst process.

Thanks for being here. — Chris