KINDRED

Agentic AI 101

LEARN HOW TO PUT AI TO WORK

Works in Claude, ChatGPT, Gemini, and Copilot.

QUICK REFERENCE

THE CORE SHIFT

AI vs. Agentic AI

Regular AI needs you to know the questions. Agentic AI figures out what questions matter.

REGULAR AI

You ask → It answers. You drive every step.

AGENTIC AI

Give it a goal → It plans, acts, and returns a result.

THE TRUTH

It's a Love/Hate Relationship

- It will hallucinate and be wrong.
- You will have to repeat yourself, even with good instructions.
- One day you'll realize you can't imagine working without it.
- **The goal isn't perfection. It's progress.**

SET IT UP ONCE

How to Give Your AI Context

1. **Instructions.** Your About Me: who you are, your role, how you like to work. Set it once for every chat.
2. **Projects.** One per client or workstream, with its own files and instructions, so context doesn't mix.
3. **Memory.** Most tools now learn as you go. Tell yours what to remember.

KEY TERMS

The Vocabulary

Project FILING CABINET
A home for one body of work. The files you add stay on hand for every chat inside it.

Connector (MCP) POWER OUTLETS
Plugs your AI into the apps you already use, like Gmail, Drive, and Slack. MCP (Model Context Protocol) is the open standard behind many of those plugs.

Skill RECIPE
A saved way of doing a task, ready to reuse. Also called a custom GPT or an agent.

Memory YOUR USUAL ORDER
What your AI picks up about you over time, like your role and preferences.

For step-by-step setup guides and templates, go to **tiffanyfernandez.com**

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Put It to Work

PROMPTS, TEMPLATES & TIPS YOU CAN USE TODAY

IN PRACTICE

TRY THIS FIRST

Use Case Cheat Sheet

Meeting Brief
"Meeting in 30 min. Pull my calendar, search my email for our history, build a one-page brief."

Document Synthesis
"Read every file in this folder. Summarize each, compare them, list the 3 must-knows."

Email Draft
"Follow-up email to [name] recapping what we agreed. Direct, friendly, under 150 words."

Weekly Recap
"Scan my email + calendar this week. What happened, what's open, what needs me Monday?"

PROMPT TEMPLATE

Copy This Structure

THE FORMULA

`[ROLE]`	You are my *assistant / analyst / copywriter...*
`[TASK]`	I need you to *summarize / draft / research...*
`[CONTEXT]`	Here's what to know: *background, files...*
`[FORMAT]`	Return it as *a one-pager / list / table...*
`[RULE]`	**Don't act until 95% confident. Ask me questions until you are.**

PRO TIPS

How to Work With AI

Use Voice
The fastest way to prompt. Talk to your AI like a teammate.

Ask AI for Help Stuck? Ask what to do next.

Tidy Your Memory
Every so often, look at what your AI has saved and delete anything stale. Rules you always want followed belong in your instructions.

The Magic Line
Put this in every complex prompt. It stops your AI running the wrong way.

KEY TAKEAWAYS

What to Remember

Just Start. Give your AI a real task today. The learning happens in the doing.

01
Stay in the ocean and keep learning. We're all on the journey. Nobody has it figured out yet.

02
Give your AI context once (instructions, a project, memory). Everything else follows.

03
The goal isn't perfection. Automate one process this week and build from there.