

Priya Shah: my portfolio

Every hand-in Johnnie accepted, with my reflection.

Session 1 · 1.5 hours · accepted

Set up your AI workspace

A working assistant with my own instructions saved. Writing the instructions made me realise how much context I usually leave out.

Session 1 · 3 hours · accepted

Teach Claude who you are and what you do

My working-context note, two pages. The interview found three things I do every week that I'd never written down.

Session 2 · 4 hours · accepted

Build a prompt library

Twelve prompts my team now shares. The ones that work all say who it's for and what to check.

Session 2 · 3.5 hours · accepted

Rewrite a process you own

The monthly audit write-up, before and after. It now takes about half the time, and I still check every finding.

Session 3 · 3 hours · accepted

Draft your weekly update

A weekly update in my own voice. Giving it three old updates first made the biggest difference.

Session 3 · 2.5 hours · accepted

Write a set of reply templates

Five replies I send every week. Two needed the tone softening for families.

Session 4 · 3 hours · accepted

Summarise a long report

A one-page summary of the inspection framework. It missed one change to the rules; I caught it on the second read.

Any time · 2.5 hours · accepted

Read the AI at work guide

Five things I'll do differently. The most useful: ask where each fact came from.