

AI in Action: Over-the-Shoulder Implementation Guide

A companion worksheet for the 3-Part Video Series by Sarah

This worksheet helps you organize, plan, and implement everything you learned in Sarah’s 3-part over-the-shoulder series. Each section matches a video and includes spaces to capture prompts, examples, and next steps so you can apply what you learn immediately.

Video 1: ChatGPT for Emails — Writing, Responding & Fixing

Key Takeaways:

- Use ChatGPT to write promotional and friendly emails that sound like you.
- Generate quick, polite customer replies in your natural tone.
- Use “Fix grammar and flow, but keep my tone the same” for instant cleanups.



Official ChatGPT logo

Your Turn:

1. Write your ChatGPT prompt for your next promotional email:

2. Paste or summarize ChatGPT’s draft and your personalized edit:

3. Write a prompt you’d use to respond to a customer:

4. Try the grammar fix method — paste your before/after here:

Before:

After:

Checklist:

- ☐ Wrote one promotional email with ChatGPT
- ☐ Saved my go-to “friendly tone” prompt
- ☐ Tested ChatGPT’s grammar and tone fixer

Video 2: Google Gemini for Image Creation

Sales Pages, eBook Covers, Logos & Banners

Key Takeaways

- Use clear, descriptive prompts for polished visuals.
- Keep colors, fonts, and style consistent across images.
- Create multiple formats (1536×1024 banners, 1080×1080 promos, ebook covers, logos).



Your Turn

1. Write your Gemini image prompt:

2. List 3 image types you'll create first:

3. Write your brand colors and fonts for consistency:

4. Describe your favorite Gemini design and why it works:

5. Note where you'll use your new images (site, banners, etc.):

Checklist

- ☐ Created at least one Gemini image
- ☐ Defined brand colors and fonts
- ☐ Updated visuals on my site or promo page

Video 3: ChatGPT for Writing Sales Copy, Video Scripts & Ideas

Key Takeaways

- ChatGPT helps create full sales pages, scripts, and creative ideas quickly.
- Feed it your product details and adjust wording to sound like you.
- Use it for brainstorming names, hooks, and topic ideas.

Your Turn

1. Write your ChatGPT prompt for your next sales page:

2. Copy a sales snippet you'll use or refine:

3. Write a prompt for a short video script:

4. List 3 new hooks or ideas ChatGPT helped you come up with:

1.
2.
3.

Checklist

- ☐ Wrote new sales copy with ChatGPT
- ☐ Created a short sales video script
- ☐ Generated 3 new content ideas

Final Reflection & Next Steps

What workflow saved you the most time?

Which prompt will you reuse most often?

What's one area of your business you'll use AI for next?

Keep this worksheet handy as your go-to reference. The more you use these tools, the more natural and efficient your workflow becomes. Remember — AI isn't replacing your creativity, it's amplifying it.