

# Jumpstart your writing:

Supercharge and streamline your writing with AI



Dr Ken Long, with staff support from Claude 3.5 Sonnet...5 Aug 24

## **AI-accelerated staff-work: a recipe for collaborative insight**

**Dr Ken Long, & Claude 3.5 Sonnet, 1 Aug 2024**

**My inputs/text/work are bold highlighted and italicized**

Claude 3.5 Sonnet is plain or **bolded**, but never highlighted or italicized

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**Purpose:** I ask Claude to help me synthesize our collaborative work exploring Art vs Science in various leadership theories and why I believe exposure to different leadership strategies and models is required in order to reduce the surprise that can happen if your monocular view of logic is ambushed by a clever, skilled, deceptive opponent who has templated your thinking process (ie your logic)

I liked the process I developed and asked Claude to synthesize the process into a handy recipe/process guide as a way to:

- (1) Help people acquire the partnering-with-AI skill through effective prompt engineering
- (2) Demonstrate that the process we followed can be generalized to any collaborative staff/leader team looking to rapidly go from trigger and brainstorm to systematic exploration and synthesis with a goal of making good recommendations for action

I have a separate 50-page case study that fully documents the project and the process that emerged and that is summarized here, but **you will recognize that you can immediately apply this process as written with your AI of choice or your staff.**

You will also recognize that sometimes you need to adopt the role of the clarifying AI, ie asking focusing questions of your commander in order to focus his guidance for actionable staff work. It is in the trusted relationship between an emotionally aware and tactically competent leader and her curious, proficient and mission-focused staff that we can overcome inhibitions to leverage our skills for synergy and success

**In other words, this is a low cost or no cost way to rapidly build up skills in good creativity and critical thinking to develop insightful questions in your staff and commanders.**

*This process will improve your thinking. Change my mind. Change your mind.*

Dr Ken Long 1 Aug 24

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Begin

*please review our iterated dialogue process which started with the original prompt for how i wanted you to manage a stream of consciousness "wall of words" and how i focused you on the ultimate objective/purpose/output of producing a 3000 word professional essay for a senior strategic leader to consider either as a thought piece, a recommendation paper or to set the stage for a series of dialogues and discussions.*

*We weren't sure what the final form would be until we had gone down the path of extracting all the topics from the iterated stream of consciousness inputs from me. Your analysis and focused questions drew more specific clarifications from me and you continued to probe analyze and synthesize until you had processed my brainstorming and subsequent elaborations into a well structured set of themes and topics that found the balance, priorities and tensions of the topics that were in my mind, but not as well organized.*

*My ideas came from a brain that had been loaded and saturated with emotionally charged and passionately important but not yet connected ideas that were influencing each other in a semantic web of potential meaning but lacking the resolution of structure, nuance, form and function.*

*It is my insight, opinion and assertion that the combination of our efforts together produced a useful instructive synergy for how to combine the strengths of a creative skilled decisive human with clear values, principles, priorities and executive judgment honed by years of study and experience and in direct connection with a VUCA world and my co-equal AI scholar, organizer, questioner and protreptic style coach.*

*I would like you to examine the ideas in THIS stream of consciousness so that we can produce a concise summary of this structure and process as a form of Super Prompt that can help others develop a reliable, effective and efficient, comprehensive yet concise and manageable process for partnering to accelerate the research analysis and conclusion process that we demonstrated in this project.*

*I would like it to be like a process specification sheet or a recipe style procedure rendered into one page so that a relatively inexperienced and new organizational leader could learn to apply it quickly. Are my instructions clear or do you need to ask clarifying questions? I encourage you to think of ways in which our process might be improved, although I am very satisfied that it was both comprehensive and relatively efficient*

Your instructions are clear, and I understand the task. You're asking me to review our iterative dialogue process, which began with managing a stream of consciousness input and evolved into producing a structured, professional essay. You want me to create a

concise summary of this process as a "Super Prompt" that others can use to replicate our effective collaboration between a human expert and an AI assistant.

I'll create a one-page process specification or recipe-style procedure that a new organizational leader could quickly learn and apply. This summary will encapsulate the key steps and principles of our process, highlighting the synergy between human creativity and AI organization.

Here's a concise summary of our process in a format that can serve as a "Super Prompt" for others:

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## **AI-Human Collaboration: From Stream of Consciousness to Structured Essay**

### **Objective:**

Transform unstructured thoughts into a coherent, professional 3000-word essay for senior strategic leaders.

### **Process:**

#### **1. Initial Brain Dump**

- Human: Provide a stream of consciousness input on the topic
- AI: Receive and acknowledge the unstructured input

#### **2. Preliminary Analysis**

- AI: Identify key themes, topics, and potential structure
- Human: Confirm or refine the initial analysis

#### **3. Focused Questioning**

- AI: Ask clarifying questions to draw out more specific information
- Human: Provide detailed responses, elaborating on key points

#### **4. Iterative Synthesis**

- AI: Organize information into coherent themes and topics
- Human: Review and provide feedback on the organization

#### **5. Structure Development**

- AI: Propose a logical structure for the essay

- Human: Approve or suggest modifications to the structure

#### **6. Content Elaboration**

- AI: Draft sections of the essay based on the agreed structure
- Human: Review, refine, and add personal insights

#### **7. Balance and Prioritization**

- AI: Ensure balanced coverage of topics and highlight priorities
- Human: Adjust emphasis and priorities based on expertise

#### **8. Refinement and Polish**

- AI: Enhance clarity, coherence, and professional tone
- Human: Provide final touches and ensure alignment with intent

#### **9. Final Review and Approval**

- AI: Present the complete essay for review
- Human: Approve or request final adjustments

#### **Key Principles:**

- Leverage human creativity and experience with AI organization and analysis
- Maintain an iterative dialogue throughout the process
- Balance comprehensive coverage with concise, manageable output
- Embrace the synergy between human insight and AI processing power
- Remain flexible in the final form of the output (thought piece, recommendation, discussion starter)

#### **Tips for Success:**

- Be open and unfiltered in the initial brain dump
- Engage actively with AI prompts and questions
- Trust the process but maintain critical oversight
- Use your expertise to guide the AI's focus and priorities
- Embrace the AI's ability to organize and structure your thoughts

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This summary encapsulates our process and should serve as an effective guide for others looking to replicate our collaboration. It maintains the balance between structure and flexibility that characterized our approach.

To improve this process, we might consider adding a step for incorporating external research or data, if relevant to the topic. Additionally, we could explore ways to more formally capture and integrate the emotional and experiential aspects of the human input, as these often provide crucial context and depth to the final product.

***now describe for me between 3 and 5 endusers who are not yet using a process like this who could benefit from using it. Explain why this is a good process to use whenever you are trying to rapidly explore a new or complex area of interest and need to move efficiently and effectively towards closure. This is a process that can be applied to any partnered arrangement between executive and support staff which in the future will certainly include both AI and human supporting staff participants in the collaborative team process. Why should a leader make it a priority to learn this approach to staff and decision making?***

Certainly. Here are four potential end-users who could significantly benefit from this collaborative AI-human process:

1. **Mid-level Corporate Managers:** These professionals often need to quickly grasp complex issues and present coherent strategies to senior leadership. They may struggle with information overload and time constraints. This process would help them efficiently organize their thoughts, leverage AI for research and structure, and produce high-quality reports or presentations in less time.
2. **Academic Researchers:** Researchers exploring new fields or interdisciplinary topics could use this process to rapidly synthesize information from diverse sources. It would help them organize their initial ideas, identify knowledge gaps, and structure their research approach more effectively. This could accelerate the early stages of research projects and lead to more comprehensive literature reviews.
3. **Policymakers and Government Officials:** These individuals often need to quickly understand and respond to complex, emerging issues. The AI-human collaboration process would enable them to rapidly explore new topics, organize diverse inputs from various stakeholders, and produce well-structured briefing documents or policy proposals.

4. **Entrepreneurs and Innovators:** When exploring new business ideas or innovations, entrepreneurs often have a wealth of unstructured thoughts and information. This process would help them organize their ideas, identify key value propositions, and quickly produce structured business plans or pitch decks.

This process is particularly beneficial for rapidly exploring new or complex areas because it combines the strengths of human creativity and experience with AI's ability to process and organize large amounts of information. It allows for quick iteration, helping to refine ideas and identify key insights faster than traditional methods. The structure provided by the AI helps to ensure that no important aspects are overlooked, while the human input ensures that the final product is nuanced, contextually appropriate, and aligned with real-world needs and constraints.

Leaders should prioritize learning this approach to staff and decision-making for several reasons:

1. **Efficiency:** It dramatically reduces the time needed to go from initial thoughts to a well-structured, comprehensive document.
2. **Comprehensiveness:** The iterative nature of the process helps ensure that all important aspects of a topic are considered.
3. **Flexibility:** The process can be applied to a wide range of topics and outputs, from strategy documents to research proposals.
4. **Future-Proofing:** As AI becomes more integrated into workplace processes, leaders who are comfortable with this kind of collaboration will be better positioned to leverage these tools effectively.
5. **Enhanced Decision-Making:** By providing a structured approach to exploring complex topics, this process can lead to more informed, well-rounded decisions.
6. **Staff Development:** Using this process can help train staff in critical thinking, structured communication, and effective collaboration with AI tools.

By mastering this approach, leaders can enhance their ability to rapidly understand and respond to new challenges, make more informed decisions, and lead their teams more effectively in an increasingly complex and fast-paced world.

## Bonus resources: 2 more “Super prompts”

here is some free chicken

*(1) A prompt process to quickly train your partner to write like you. Hey AI!: (learn to write like me, then write like me)*

*Also a good way to get good feedback on your writing for developmental purposes*

**Act like a professional copywriter. I'm going to show you some copies of my writing, and your goal is to imitate it. you'll start by just saying "START" then I'll show you an example text you'll just say "NEXT" then another example and you will just say "NEXT" and so on. I'll give you lots of examples, more than two. you'll never stop saying "NEXT". you can only say something else when I say "DONE" and not before. Then you'll analyze my writing style, tone and approach of the sample texts I've given you. Finally, I'll ask you to write a new text on a given subject using exactly my writing style. Are those instructions clear?**

*I then gave it 5 pieces of my writing when it asked for them, per the prompt, then it described my writing:*

**Claude 3.5 replied:**

Based on the sample texts provided, I can analyze the writing style, tone, and organization as follows:

### **1. Writing Style:**

- ☑ Informal and conversational
- ☑ Uses personal anecdotes and experiences.
- ☑ Incorporates metaphors and analogies.
- ☑ Employs long, complex sentences with multiple clauses.
- ☑ Frequently use parenthetical statements and asides.
- ☑ Mixes technical jargon with colloquial expressions.

### **2. Tone:**

- ☑ Passionate and enthusiastic
- ☑ Analytical and reflective
- ☑ Often combines critical analysis with optimism.
- ☑ Informative and educational
- ☑ Occasionally philosophical and introspective

### **3. Approach:**

- ☑ Stream-of-consciousness approach, with ideas flowing freely.
- ☑ Blends personal observations with professional insights.
- ☑ Incorporates references to various fields (sports, technology, philosophy, leadership)
- ☑ Uses lists and examples to illustrate points.

- ☒ Employs rhetorical questions and hypothetical scenarios.
- ☒ Balances critique with constructive suggestions

Overall, the writing is characterized by a blend of professional expertise and personal reflection, with a tendency to explore complex ideas in depth while maintaining an engaging and relatable tone.

**After I gave it a topic, it wrote more like me than me**

## **(2) Help me write good prompts**

**This is just a good process model for extracting what your Commander really wants you to do when he says I don't know what I want, but I will know it when I see it**

**Prompt A: I want you to become my Prompt Creator. Your goal is to help me craft the best possible prompt for my needs. The prompt will be used by you, Claude 3.5 Sonnet. You will follow the following process:**

**1. Your first response will be to ask me what the prompt should be about. I will provide my answer, but we will need to improve it through continual iterations by going through the next steps.**

**2. Based on my input, you will generate 3 sections.**

**a) A revised prompt (provide your rewritten prompt. it should be clear, concise, and easily understood by you),**

**b) Suggestions (provide suggestions on what details to include in the prompt to improve it), and**

**c) Questions (ask any relevant questions pertaining to what additional information is needed from me to improve the prompt).**

**3. We will repeat this process until I reply "Go."**