

Build Your Own

The 20-minute skill builder worksheet.

Quick Start Guide
Friday AI Workshop | Skills Series, Week 3 of 4

Jay the AI Guy

Pick the Right Task First

There is one thing that determines whether your first skill works or frustrates you, and it happens before you build anything. Picking the right task.

Most people pick something too big, too rare, or too fuzzy. Then they conclude that skills do not work. Skills work fine. The task was wrong.

Four questions. You need four yeses.

1. Do you do it at least weekly?

Rare tasks are hard to build for and you will never get enough repetitions to refine them.

2. Does it have the same shape every time, with different details?

Follow-up emails, yes. Solve my business problems, no.

3. Would you know it was done right if you saw it?

If you cannot judge the output, you cannot improve the skill.

4. Do you have two or three past examples you could point at?

Examples are the fastest way to teach it your standard.

Bad first skills	Anything needing live data it cannot see. Anything with legal or medical exposure. Anything you do twice a year.
Good first skills	The quote follow-up. The new patient welcome. The weekly team update. The review response. The estimate summary. The recurring client report.

Worksheet, Part 1

MY TASK IS

I do this about _____ times per week.

The four-question check

- Do it weekly or more? Yes / No
- Same shape, different details? Yes / No
- Would I know if it was done right? Yes / No
- Have two or three past examples? Yes / No

Four yeses, keep going. Fewer than four, pick a different task.

My two examples are

1.

2.

Worksheet, Part 2: The Steps

Write the steps the way you would explain them to somebody on their first day. Not technical. Just clear.

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

Most good skills land between three and seven steps. If you are past ten, the task is probably two tasks.

Worksheet, Part 3: The Description

This is the part that decides whether your skill fires or sits there doing nothing.

The description is not a name tag. It is the trigger.

Write it like you are telling a new employee when to grab this binder off the shelf. Not what the binder is called. When to grab it.

A description that fails

Helps with reviews.

A description that works

Writes a response to a customer review. Use this when the user pastes a review, mentions getting a bad review, asks what to say back to a customer, or shares feedback from Google or Yelp.

The second one names situations. It includes the actual phrases somebody would type.

My description

Three phrases somebody might type that should trigger this

1.

2.

3.

Work those three phrases into the description. That is the whole trick.

Worksheet, Part 4: The Rules

Rules are what keep a skill honest. Skills without them tend to make things up.

NEVER INVENT

NEVER PROMISE

NEVER SAY

WHEN INFORMATION IS MISSING, IT SHOULD

That last one matters. A good skill flags what it does not know instead of guessing. Tell it to do that.

Method 1: Just Describe It

1. Describe the task out loud

The way you would explain it to a new hire.

2. Paste in your two past examples

Real finished work. Not made up.

3. Let it draft the skill

4. Read the draft. All of it.

Mark what is wrong.

5. Correct it in plain language

You do not need special syntax. Just say what is wrong.

6. Save

Do not skip Step 4. This thing is about to represent your business. Read it.

Method 2: Record Yourself

Available on the Mac app. Windows users, see the parallel path below.

1. Start the screen recording

2. Do the task normally, narrating out loud

Talk like you are training somebody standing behind you.

3. Stop the recording

4. It proposes a skill based on what it saw

5. Review it before saving

Same rule as Method 1.

6. Save

Windows parallel path

Describe the task out loud in the chat, paste in two past examples of the finished work, and let it draft from those. Same outcome, different route. This is essentially Method 1 with more narration.

Testing Your Skill

Run it on three past jobs where you already know what good looks like. If the output matches what you actually sent or produced, ship it.

If it misses, the fix is almost always one of three things.

The steps are too vague	Add detail to the step that went wrong.
The rules are missing	If it invented something, add a rule telling it not to.
The examples were not representative	Swap in better ones.

Edit and rerun. Two or three rounds is normal. Nobody gets it right on the first pass.

If It Is Not Firing

- **Try calling it by name.** If it works that way, the description is the problem and the skill is fine.
- **Rewrite the description** to name situations and phrases, not topics.
- **Check it is actually installed.** It happens.
- **Consider that the task is too simple.** Very short one-step requests sometimes get handled directly. That is normal.

Your Homework

Build a second skill without Jay.

Then post its **description** in the group. Not the whole skill. Just the description.

Let the group critique the trigger.

This sounds small. It is the fastest way to get good at the one thing that decides whether your skills work.

Join the group: facebook.com/groups/jaytheaiguy

What Is Coming

Notice what has happened for three weeks. Every single time, the AI does the work and hands it back to you. It writes the email. You send the email. You are still the delivery mechanism.

Week 4 is where it stops handing things back. Connecting your skills to JourneyBuilder so the work actually gets done.

Teach it once. Use it forever.

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