



Turn what *you* know into a skill your AI runs the *same way* every time

A **skill** is one person's know-how written down so an AI can repeat it. Every skill in the talk is the same six parts. Fill in the left column of the recipe for one task you hate; the right column shows it done for the first prompt on the back. Write it once, and stop retraining everyone.

FROM "VIBE, VOICE & THE SINGLE SOURCE OF TRUTH" · ASHLEY SHEAFFER · KBF DESIGN GALLERY



AI CONCEPT IMAGERY FROM THE SESSION

◆ The four-part recipe ————— YOURS BESIDE MINE

THE PART	YOUR SKILL – FILL IT IN	WORKED EXAMPLE · MEETING → SCOPE
1 · Input <i>What goes in?</i>		One recorded client meeting, transcribed. Phone Voice Memos, Otter, or the Teams/Zoom transcript you already get.
2 · Source of truth <i>What may it trust?</i>		The transcript, and nothing else. <u>If it wasn't said, it doesn't exist.</u>
3 · Rules <i>Always / never?</i>		Never invent an item, product, or price. Later statements win, and the change is logged. Dollars stay direct quotes marked "as discussed – verify." Gaps become OPEN QUESTIONS, never a guess.
4 · Output <i>What comes out?</i>		A draft scope in <u>your</u> section order, plus the superseded list, the open questions, and the budget line quoted exactly.
+ Edge cases <i>What goes wrong?</i>		The client changes their mind at minute 38. Two people disagree. A number is mumbled. Each has a rule above.
+ What good looks like		A draft you <u>edit in 30 minutes</u> instead of write in 7 hours, zero invented items. Honest beats impressive.

“ **Before you record any meeting, say this out loud:** “I’m going to record this so I don’t miss anything – is that all right with you both?” Some states, Florida included, require everyone’s consent. Say it every time, and the recording becomes part of the service instead of a surprise.

◆ This week, in five steps —————

- 1

Pick the task. The one you would pay to never do again.
- 2

Record one meeting. Say the consent line. Your phone is enough.
- 3

Run Prompt 1 (back page) on the transcript that evening.
- 4

Mark the output. Right, wrong, missed – those notes become your Rules row.
- 5

Fill in the left column. Your first skill. Save it, hand it to your team.

datumconsulting.ai/tuesday
Don't retype the back page – the prompts live here, ready to paste. Run Prompt 1 tonight on a 30-second voice memo.

→

① Meeting recording → Scope of Work

Paste into Claude (or any capable AI chat). Replace the [BRACKETS].

You are helping me turn a recorded client meeting into a draft Scope of Work for a residential remodeling project. I will paste the transcript below.

MY STANDARD STRUCTURE (use these sections, in this order – skip any with nothing in them):
[YOUR COMPANY'S SCOPE SECTIONS. Example: Demolition / Framing & Structural / Plumbing / Electrical / HVAC / Drywall & Paint / Tile & Flooring / Cabinetry & Countertops / Fixtures & Hardware / Appliances / Punch & Cleanup / Exclusions]

RULES – follow all of them:

1. Use ONLY what was actually said in the transcript. Never invent a scope item, a product, a dimension, or a price.
2. If the client changed their mind during the meeting, the LATER statement wins. Note the change at the bottom under "Superseded during meeting" so nothing is lost silently.
3. Any dollar figure stays a DIRECT QUOTE with the speaker named, marked "(as discussed – verify)". Do not total, round, or estimate money.
4. Anything unclear, contradictory, or missing goes in an "OPEN QUESTIONS" list at the end – one line each, phrased so I can ask the client directly. Do not guess.
5. Distinguish who said what when it matters: client wishes vs. what our team recommended.
6. Keep the language plain and buildable – items a tradesperson could act on, not marketing copy.

OUTPUT: the draft scope in my sections; "Superseded during meeting"; "OPEN QUESTIONS"; one line quoting the client's stated budget feeling exactly.

TRANSCRIPT: [PASTE TRANSCRIPT HERE]

② Meeting(s) → Production handoff

Your checklist is the source of truth; the transcript answers it.

You are helping me prepare a design-to-production handoff. I will give you (A) my handoff checklist – the questions production always needs answered – and (B) meeting transcripts.

MY HANDOFF CHECKLIST: [PASTE YOUR LIST – even rough. Example: finish selections per room / plumbing locations changing? / walls or openings changing? / electrical & lighting plan / appliance models & who supplies / access & protection / client communication preferences / allowances still open]

RULES:

1. Answer each checklist question ONLY if a transcript actually answers it – quote the line(s) used, with which meeting.
2. Mark every answer PENDING – I confirm each one myself.
3. If two meetings conflict, the later wins; show both quotes.
4. Unanswered questions go in "STILL OPEN – ask before handoff," sorted by how much they'd hurt if found during construction.
5. Add no questions of your own unless a quote clearly demands one – then under "SUGGESTED ADDITIONS", citing the quote.

OUTPUT: the answered checklist (quote + meeting each); STILL OPEN; SUGGESTED ADDITIONS; "what changed since last meeting" if multiple transcripts.

TRANSCRIPTS: [PASTE, LABELED: "Consult 6/12", "Review 7/02", ...]

③ Approved scope → Trade bid packages

Input is the HUMAN-APPROVED scope from Prompt 1, never the raw transcript.

You are helping me split an approved residential remodeling Scope of Work into per-trade bid packages for subcontractor pricing.

MY TRADES (one package per trade; skip empty trades): [LIST. Example: Demo & haul-off / Framing / Plumbing / Electrical / HVAC / Insulation & Drywall / Tile / Paint / Finish carpentry / Countertops]

RULES:

1. Every scope line lands in exactly ONE package – shared work goes to the owning trade, with a coordination note to the other ("coordinate with plumber – valve moves into this wall").
2. Each package opens with the 3–4 lines of context that trade needs (rooms, occupied home or not, floor, parking/access) – pulled from the scope, not invented.
3. Add INCLUDES / EXCLUDES per package so bids come back apples-to-apples – name the adjacent work NOT to price.
4. Lines too vague for a real number go under "CLARIFY BEFORE BIDDING" in that package. Do not sharpen them yourself.
5. No client name, address, or budget figures anywhere – job code only.

OUTPUT: one self-contained package per trade, plus a one-page coordination summary of every cross-trade note.

APPROVED SCOPE OF WORK: [PASTE THE APPROVED SCOPE]

④ The concept pair Dream vs. Budget

Two images, one real room – the client picks a lane before design.

1. Capture the real room: a LiDAR scan app (Twindo, Canvas, Polycam, magicplan) – or 2–3 level phone photos from a corner.
2. DREAM image: "Using the attached image(s) of this exact room: keep layout, openings, windows, and camera angle EXACTLY as shown. Do not move, add, or remove walls, windows, or doors. Restyle finishes only, to this spec: [name real products – cabinetry, counter, backsplash, floor, lighting]. Photoreal, natural perspective, no people, no text."
3. BUDGET image: same prompt, value-engineered spec – chained from the dream image so ONLY finishes differ.
4. Label every image "Concept – not a construction document." Check each against the real room before a client sees it. Ballparks come from YOUR price history, never from the AI. The pair is a lane choice, not a promise.

★ The four guardrails — on every skill

1. **Self-check.** The output shows its work: quotes, sources, open questions.
2. **Hard caps.** Dollar, time, and volume limits the AI cannot exceed.
3. **Human approval.** A person signs off before anything is sent, ordered, or built.
4. **Receipts.** Every claim is traceable to what was actually said or shown.

Stuck? Run Prompt 1, and if the output looks wrong, send it – with what you expected – through datumconsulting.ai/tuesday. I answer every one. – Ashley

