

YOUR ACTION PLAN

Build Your First AI Team Workflow

Turn one landing page into a checked draft with a tested review process.

You want a usable page, not four AI helpers agreeing on a feature you don't sell. We'll separate planning, writing, checking, and fixing into distinct passes—not independent agents. The useful twist: test the reviewer with a planted mistake before trusting it with your real draft.

WHAT YOU'LL NEED

- ☐ A regular AI text chat, such as ChatGPT, without connected publishing, email, advertising, or account tools
- ☐ Current product notes you're authorized to share and one landing page to draft or improve
- ☐ A blank document for your sources, drafts, and correction record

STEP 1

1 Make a small source packet

Give every pass the same evidence, not just the previous pass's summary.

1. Name your document "Landing Page — Working Packet." Write down the buyer, page purpose, one next step, total copy word limit, tone, and anything to leave out.
2. Add three to five short product-note excerpts labeled S1, S2, and so on. Include each document's name and date when available, plus at least one explicit limitation.
3. Mark missing facts "Not established" and conflicting facts "Unresolved." Exclude those claims for now; your packet should clearly separate supported promises from unknowns.

Heads up: Remove private customer details, credentials, and material you lack permission to share before pasting anything. Check your chat provider's data controls; those settings don't replace permission.

STEP 2

2 Approve the plan, then draft

1. Start your project chat. Paste the prompt below followed by your packet. Expect a brief, not page copy.

2. Compare every proposed promise with the original notes, including capability, pricing, timeline, and legal claims. Give source-based corrections or remove unsupported promises. Words like “automatic” need evidence, not enthusiasm.
3. Approve only the corrected brief, then ask the chat to proceed as Builder. Save the brief and complete draft separately. Count five sections and locate the agreed next step; if completion needs an unknown fact, supply evidence or narrow the brief.

COPY THIS PROMPT

Use only the packet below. Act first as Strategist: propose a brief with the buyer, goal, five section topics, word limit, next step, exclusions, and product promises. Pair each promise with its source label and exact supporting excerpt. Ask about missing or conflicting facts; don't guess. Stop for my approval. After approval, act as Builder: draft the five sections within the brief. Don't add unsupported promises. If completion needs an unknown fact, stop and ask. Keep any status notes separate from page copy.

Heads up: Keep this exercise text-only. A prompt saying “don't publish” isn't a permission control. Unconfirmed tools are outside this exercise.

STEP 3

3 Test the reviewer

A reviewer that only checks obedience can approve a perfectly executed mistake.

1. Open a separate scratch chat. Use the Critic prompt below, replacing its placeholders with the practice materials in the next action.
2. For sources, use: “S1: Customers can download reports. Automatic email delivery is not included.” For brief, use: “Promise report downloads and automatic email delivery.” For draft, use: “Download reports or receive them automatically by email.”
3. Check that the response flags automatic email delivery in both the brief and draft, quotes S1, and leaves downloads intact. If it misses either error, clarify the source-first order and repeat the test before proceeding. Keep practice material out of your project.

COPY THIS PROMPT

Act as Critic, not writer. First check the brief against the sources, then the draft against the sources. Separately check whether the draft follows the brief. For each issue, quote the exact problem, identify its location, quote the source evidence or requirement, and explain the mismatch. Distinguish unsupported claims from contradictions. Separate writing fixes from missing factual answers. Don't rewrite. SOURCES: [paste] BRIEF: [paste] DRAFT: [paste]

Heads up: Passing catches one planted error. It doesn't prove this reviewer will catch everything.

STEP 4

4 Review the real page

1. Open one fresh review chat. Reuse the tested Critic prompt with your original labeled sources, approved brief, and complete draft—not the practice materials.
2. Check each reported factual issue against the original product notes yourself. Save the issue list and mark each item “fix,” “keep,” or “needs my answer,” with a short reason.

Heads up: A fresh chat separates assignments; it doesn’t provide independent expertise or establish truth.

STEP 5

5 Fix and save

1. Return to the project chat with your issue decisions and use the prompt below. Expect revised copy and a separate correction record.
2. Compare changed factual claims with their original sources. Remove or resolve remaining unverified public claims, then save the revised copy and change record separately.

COPY THIS PROMPT

Act as Integrator. Fix only the approved issues using our original sources. Stop if my decision conflicts with evidence or needs a missing fact. Preserve the approved brief; add no promises. Return revised copy, a short before/after/reason record with source labels for factual changes, and unresolved questions.

YOU'RE DONE WHEN...

Confirm the saved page has five complete sections, meets your word limit, gives one agreed next step, and contains no unresolved promises. Label it “Copy approved” or “Hold — [unanswered question].” Approved copy is ready for a separate publishing review, not automatically published.

OFFICIAL SETUP & HELP

[OpenAI Help: Data Controls FAQ](#)