

BEYOND CHATGPT

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Library

Thank you for spending an evening with us. Whether you were in the room or couldn't make it, this handout pulls together the key tools and ideas from Trish Boyle's workshop — organized so you can actually use them. Pick one thing. Try it this week. That's all you need to start.

THE BIG FOUR: WHICH AI SHOULD YOU USE?

LLM stands for Large Language Model — it's the engine behind every AI assistant. They're all capable. Each has a personality. Try them all; keep the one that feels right.

ChatGPT chat.openai.com	Everyday writing, brainstorming, Q&A, coding help. The most widely used — great starting point.	Free & paid tiers
Claude claude.ai	Long documents, nuanced writing, thoughtful analysis. Reads full books, contracts, or research papers in one go.	Free & paid tiers
Gemini gemini.google.com	Connects to your Google tools (Gmail, Docs, Drive). Strongest when your work already lives in Google.	Free & paid tiers
Perplexity perplexity.ai	Real-time research with citations. Pulls live web results. Think of it as a smarter search engine.	Free & paid tiers

TOOLS FROM THE WORKSHOP

Wispr Flow wispr.flow

Voice-to-text AI that works inside any app — email, Google Docs, messages. Speak naturally; it transcribes and cleans up what you say. Huge time-saver for anyone who types more slowly than they think.

NotebookLM notebooklm.google.com

Google's AI research assistant. Upload documents, articles, PDFs, or websites and have a conversation with your own source material. Brilliant for making sense of a complex topic — estate docs, medical summaries, tax returns — without reading every word.

ElevenLabs elevenlabs.io

ElevenLabs is an AI voice generation platform creating ultra-realistic synthetic speech and voice cloning. Upload text, select a voice, and generate high-quality audio of that text spoken in your chosen voice. Useful for creating audio versions of content, narrating videos, or simply hearing a document read back to you.

Nanobanana nanobanana.ai

An AI image creation tool that generates custom visuals from a simple text description. Type what you want to see and it produces an image — no design skills needed.

THE PROMPT FORMULA

The single biggest thing you can do to get better results from any AI tool: be specific about **who you are, what you want, and how you want it delivered**. This is the formula Trish uses:

ROLE	Tell the AI who to be or who you are. <i>"You are a financial advisor explaining this to a retiree."</i>
TASK	State exactly what you need. <i>"Summarize this lease agreement in plain English."</i>
CONTEXT	Give background the AI needs to help you well. <i>"I'm 62, retiring next year, moving from a 4-bedroom to a condo."</i>
FORMAT	Describe how you want the output. <i>"Give me a bulleted list, no longer than 10 items, in plain language."</i>

Quick example prompt: *"You are a patient writing coach. Help me write a short thank-you email to my daughter's teacher. Keep it warm, genuine, and under 100 words. No formal language."*

For the full Prompt Formula Card from Trish's workshop: sites.google.com/escher-ai.com/escher-ai-workshop/prompt-formula-card

CHAT VS. PROJECTS — WHAT'S THE DIFFERENCE?

A single conversation. The AI remembers only what's in that window. Good for one-off questions, quick tasks, things you won't come back to.	A persistent workspace. Upload files, set instructions, and the AI remembers your preferences every time you return. Good for ongoing work — a home sale, a health situation you're tracking, a trip you're planning.
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Full project setup guide: sites.google.com/escher-ai.com/escher-ai-workshop/project-setup

CLAUDE HACKS — QUICK TIPS

Start with "Act as..."

Give Claude a role and it immediately adjusts its tone, vocabulary, and depth to match. "Act as a doctor explaining this in plain English" gets a very different response than just pasting in a medical document.

Use the Projects tab for ongoing situations

Home sale, medical research, financial planning — create a project, upload your docs, and come back to it anytime. It holds the context so you don't have to re-explain.

Ask it to "think step by step"

Adding this phrase to any complex request makes the AI slow down and reason through the problem rather than jumping to a fast (sometimes wrong) answer.

Paste in the whole document

Claude handles very long inputs well. Don't summarize what you want it to read — just share the actual lease, contract, article, or email chain. If it's long, add it as a complete document using the "+" — don't copy-paste it into the chat window. It will be faster and use fewer tokens.

Say "Ask me clarifying questions first"

Before Claude drafts anything long, have it interview you. You'll get a better result than if it guesses at what you wanted.

Full Claude Hacks guide: sites.google.com/escher-ai.com/escher-ai-workshop/claude-hacks

YOUR FIRST STEP THIS WEEK

Don't try to learn everything at once. Pick one tool. Give it one real task from your actual life. See what happens. Here are three easy entry points:

- 1. Open Claude or ChatGPT.** Type: "Act as a personal organizer. I need help planning [something on your list]. Ask me three questions to get started." See where it goes.
- 2. Try NotebookLM on one document.** Upload something you've been meaning to read — a PDF, a long article, a lease. Ask it to summarize the key points and flag anything confusing.
- 3. Use Wispr Flow for one email.** Download it free, open your email, and speak instead of type. Most people are shocked at how much time this saves.

All Workshop Materials from Trish

Each page below goes deeper on one topic from the evening. Bookmark them, share them, return to them.

Prompt Formula Card	sites.google.com/escher-ai.com/escher-ai-workshop/prompt-formula-card
Claude Hacks	sites.google.com/escher-ai.com/escher-ai-workshop/claude-hacks
Tools Cheat Sheet	sites.google.com/escher-ai.com/escher-ai-workshop/tools-cheat-sheet
Full Tools List	sites.google.com/escher-ai.com/escher-ai-workshop/tools-list
Project Setup Guide	sites.google.com/escher-ai.com/escher-ai-workshop/project-setup
AI FAQ	sites.google.com/escher-ai.com/escher-ai-workshop/ai-faq

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Want to keep learning and stay connected with other Westport women doing the same? Join the **Westport Moms: Embracing the Empty Nest** community — follow [@westportemptynesters](https://www.instagram.com/westportemptynesters) on Instagram and DM Lisa to be added to the email list.

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