

Creating My Personal AI Action Plan

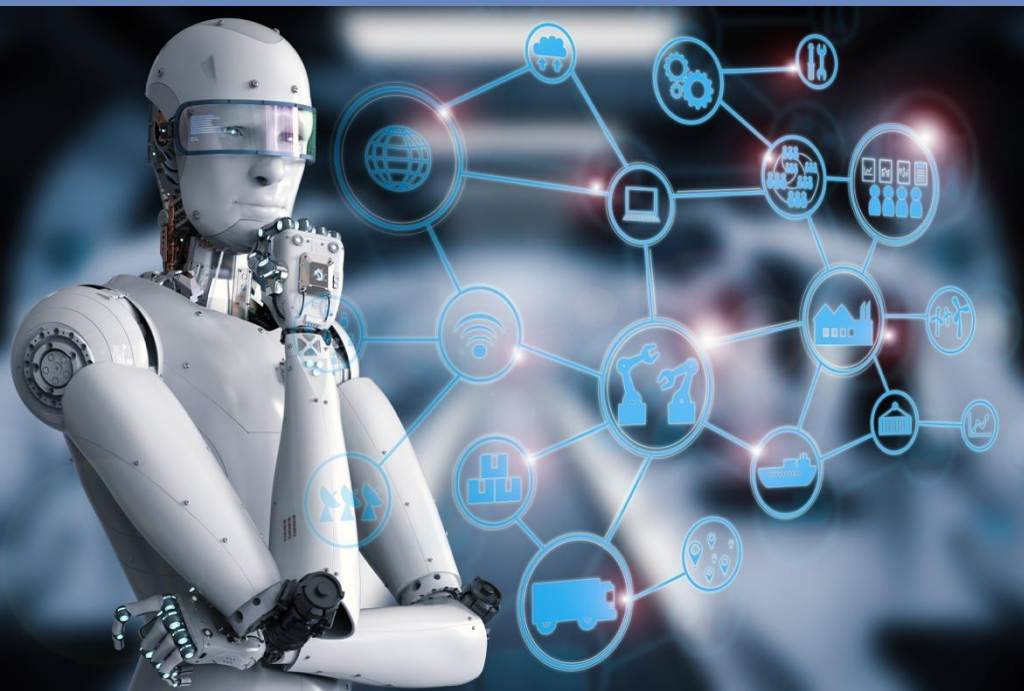
Romelia H. Flores – IBM Americas Public Market Distinguished Eng. & Master Inventor

Summer AI Intensive
May 2026



Creating My Personal AI Action Plan

- ☐ Agenda review
- ☐ IBM facilitator introductions
- ☐ Identify top 8->3 activities for AI
- ☐ Prompt writing activity - 3 steps
- ☐ Room playback



Name.
Role.
**What's your
favorite song or
which song
makes you
want to dance?**



Karina Hernandez
- ACC Computer
Science and IT
Professor

Romelia H. Flores
– IBM Americas
Public Market
Distinguished
Eng. & Master
Inventor

AI Quiz

- 3 rapid questions
- Raise your hands if you have a response you'd like to share with everyone

AI Quiz

Backdrop:

- A group of employees is given a problem statement and asked to generate 40 ideas
- One employee is given the same problem statement and asked to use GenAI to generate 40 ideas

Question 1:

Who generates the ideas faster (the group of employees or the single employee)?

AI Quiz

Backdrop:

- A group of employees is given a problem statement and asked to generate 40 ideas
- One employee is given the same problem statement and asked to use GenAI to generate 40 ideas

Question 2:

You evaluate all 80 ideas and select the top 40 ideas, on average how many ideas on your final list would you imagine have been created by the group of employees versus the single employee with GenAI.

Small percent (10%), Medium percent (50%) or Large percent (90%)

AI Quiz

Backdrop:

- A group of employees is given a problem statement and asked to generate 40 ideas
- One employee is given the same problem statement and asked to use GenAI to generate 40 ideas

Question 3:

Would you expect the group of employees or the single employee using GenAI to generate ideas with a higher degree of empathy and feasibility/impact for your business?

Although, AI and AI prompt writers are both getting better!

Top 8 activities performed (10 minutes)



Name: Sulma Torres

- Create marketing e-mails
- Financial management
- Answer business inquiries
- Contract examination

Role: Sole business owner

- Scheduling
- Invoicing
- Create presentations
- Create videos



Name: Ngoc Ly

- Scheduling
- Meeting summarization
- Donor outreach
- Program evaluation

Role: Non-profit leader

- Blog post generation
- Auction package description creation
- Create press release
- Create catchy e-mail subject lines



Name: Joe Dunne

- Inventory management, order fulfillment
- Monitor robotic automation
- Create new employee training presentations
- Create new employee e-mail memos

Role: Warehouse supervisor & dad

- Grocery list creation
- Meal planning
- Homework assistance
- Mental well-being

Top 3 activities for AI



Name: Sulma Torres

- * • Create marketing e-mails
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- Answer business inquiries
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Role: Sole business owner

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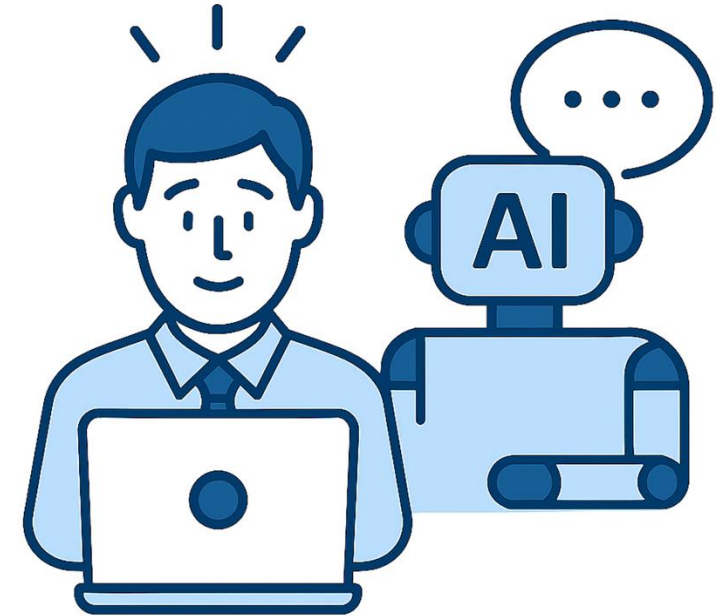
Role: Warehouse supervisor & dad

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- * • Homework assistance
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Prompt writing Practice (10 minutes)

Tips when writing prompts for AI tools

- Understand where AI is storing your data
- Give AI a “persona” - ask AI to be your expert/mentor/advisor/reviewer
- Give AI enough “criteria” so it knows more about what you are looking for
- Ask AI to challenge you
- Validate all AI results and apply your own creativity, thinking and style (“on-board with your likes/dislikes”. Challenge AI’s output when it doesn’t meet your needs.
- Understand what AI will be used for and then make decisions on the type of AI that will be most beneficial for you and/or your organization.



Example: Prompt writing for University Counselor

Name: Jennifer Sims

Role: Counselor

- * • Preparation for student counseling session

Step 1 – Document 4-5 high level steps of how a counselor normally does things to prepare for the counseling session:

- Receive student request for counseling session
- Review existing student information (e-mails, database, etc.)
- Identify 4-5 questions to inquire on with the student
- Document student responses
- Identify next steps

Prompt writing for University Counselor

Name: Jennifer Sims

Role: Counselor

- * • Preparation for student counseling session

Step 2 – Identify which steps AI might be able to assist with by placing a dot on those steps. Add extra dots if you “know” AI can do this and save time and without requiring system/data “integration” (i.e. e-mail or a database). Ask yourself, which of the steps “GENERATE” content.

- * Receive student request for counseling session and schedule counseling meeting
 - Review existing student information (e-mails, database, etc.)
- ** Identify 4-5 questions to inquire on with the student and document student responses
- * Identify next steps

Prompt writing for University Counselor

Name: Jennifer Sims

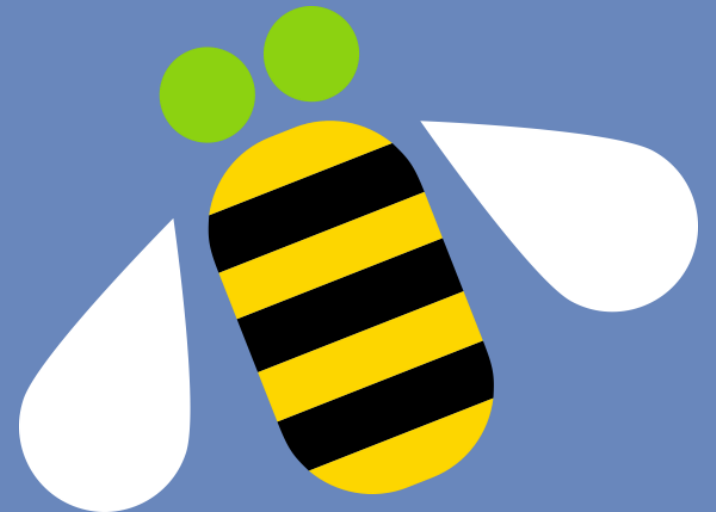
Role: Counselor

- * • Preparation for student counseling session

Step 3 – Write a prompt you can experiment with to see how AI can help.

- * Receive student request for counseling session and schedule counseling meeting
 - Review existing student information (e-mails, database, etc.)
- ** Identify 4-5 questions to inquire on with the student and document student responses
- * Identify next steps

You are an AI tool supporting Career Advisors at the University of XXX as they interact with students to provide career advice. Behave like an assistant and prompt the Career Advisor with 10 questions (one at a time) to ask the student they are having a counseling session with. Have the counselor type the student's response to each question. At the end, generate a set of concrete next steps the Counselor should provide the student.



Thank you!

Remember S.M.A.R.T. Goals

Specific

Measurable

Achievable

Relevant

Time-bound

