



NEXILY AI ACADEMY · LEVEL 4

AI at *work*

Gain time and quality at work — without using AI carelessly.
Writing, analysing, preparing, deciding: seven levers for more effective days.

The path

Seven modules to put AI to work in your professional life, with method. The goal isn't to do more, but to do better and faster: ready-to-use requests, tailored to the work context, and a personal system to make it last.

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NOTE

At work, confidentiality comes first: never paste client data, contracts or sensitive internal information without permission, and check your company's rules. AI prepares and speeds up; important decisions and figures are always to be checked.

How to follow this course

This level assumes you already know how to talk to an AI (level 2). Here, we apply it to work — with the precautions the professional context demands.

Efficiency and confidentiality

AI at work is a real time saver — on two conditions: verify what carries weight, and protect your company's and clients' data.

Each module gives you requests ready to copy, designed for work situations. Adapt them to your reality, and get into the habit of removing or anonymising any sensitive information before submitting it.

WARNING

Before pasting a work document, check your company's policy on AI use and data confidentiality. When in doubt, anonymise, or work on an extract with no identifying information.

How to read the boxes

BOX

WHAT IT HOLDS

Key point	The principle to keep, even if you forget the rest.
Copy this	A request ready to copy and personalise.
Warning	A sensitive point: confidentiality, verification, decision.
Put it into action	What you do, in the tool, before continuing.

- 1 Check what your company allows regarding AI use and data.
- 2 Open a note "My work prompts" to gather your best requests.
- 3 Pick the work task that costs you the most time: it'll be your running example.

01

THE WORK PATH

Writing more effectively

Writing takes up a huge part of the day. Emails, minutes, reports, notes: AI produces a solid first draft in seconds, and it's up to you to make it yours.

BY THE END OF THIS MODULE, YOU CAN

- Write emails and professional replies faster
- Produce structured minutes, reports and notes
- Turn raw information into a clear summary

Emails

Describe the situation, the goal and the tone: AI writes a clear email you just have to reread and personalise.

COPY THIS

"Write a professional email to [recipient] for [goal]. Context: [situation]. [tone] tone, concise, ready to send."

Professional replies

To reply to a tricky message, paste it (anonymised) and ask for a fitting reply, which you can make firmer or more diplomatic.

COPY THIS

"Here's a message I received: [text]. Suggest a professional reply, [diplomatic / firm], that addresses every point raised."

Minutes

From your jumbled notes, AI produces structured minutes, with decisions and actions clearly separated.

COPY THIS

"Here are my jumbled meeting notes: [text]. Write structured minutes: context, decisions made, actions with owner."