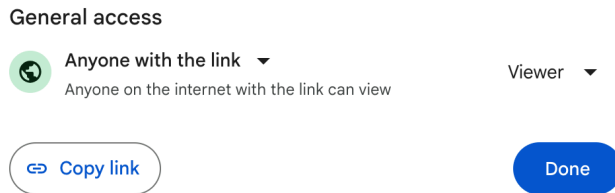# ALX AICE: Milestone #2 Worksheet

Step 1: AI Toolkit

To access your AI Toolkit, Go to your personal ALX AICE Google Drive, then locate your updated AI Toolkit Spreadsheet.

Next, Click **"Share"** (under the 3 dots) and adjust the settings so that it looks like this:

Then, copy the link and paste it in the box below;

Step 1: Your AI Toolkit
https://docs.google.com/spreadsheets/d/1HtCFZDpkrLJlDGTw6fJi8aQ1hmOwe_KF3O_aiznZFCc/edit?usp=sharing

If you need more help with this, Google for video instructions on sharing files in Google Drive, or ask a peer.

Step 2: Your Prioritization Matrix

Locate your Prioritization Matrix Template

Then, Click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."* Next, paste the link in the box below;

Step 2: Prioritization Matrix
https://docs.google.com/spreadsheets/d/1FscrM_OLsT6yjS_i54yhehuchjYD2QLISCo814PT

q2g/edit?usp=sharing

Step 3: Work Schedule

Locate your <u>work schedule from this activity.</u> It should be titled (*FirstName_Work_Schedule)*

Then, Click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."* Next, paste the link in the box below;

Step 3: Work Schedule
https://drive.google.com/file/d/13ql7l7Uyc0QJGYl0by-zoPhlC3b_61CF/view?usp=sharing

Step 4: Your Personal Mission Statement

Locate your updated <u>personal mission statement worksheet.</u>

Then, Click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."* Next, paste the link in the box below;

Step 4: Personal Mission Statement
https://docs.google.com/document/d/1ZzdROt2wL512D-GLQP83GyWefeg3Lgh3NxeJBahYo2s/edit?usp=sharing

Step 5: Problem Statement

Go to the problem statement you wrote from the problem statement activity. Then, paste your problem statement in the box below. Ensure your problem statement follows the structure in the box.

Step 5: Problem statement

The decline in vacation sales and customer dissatisfaction with VacAI, a recently launched product by Waga, poses a critical challenge for the company. The problem arises from a gap between the promising usage metrics in the first week and the subsequent sharp decline in customer satisfaction during the second week. This issue directly impacts the population of Waga's customer base, leading to a surge in refund requests and a potential negative impact on the company's reputation. The discrepancy between the initial excitement and the subsequent drop in satisfaction highlights a crucial gap in delivering a consistently high-quality user experience. Addressing this gap is imperative to not only regain customer trust but also to align VacAI with the company's commitment to excellence in the hospitality industry.

Step 6: Your Email to Colleagues

Locate your "Email to Colleagues" worksheet. The worksheet must be filled out completely, which means that you should have filled out **Section A (Parts 1 Manual Email & Part 2 ChatGPT Email) and also completed your peer activity and reflection in Section B (Part 4).**

If it has been filled completely, Click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."* Next, paste the link in the box below;

Step 6: Email to Colleagues Worksheet
https://docs.google.com/document/d/1rs2zSJQd5V4p_LbUlH1CumB-jUrXVns3dXzOFmHSZTM/edit?usp=sharing

Step 7: Reflection on the use of AI
Take a moment to reflect on everything you've learned and how AI might shape your future. Then, create a short paragraph based on your reflection; your paragraph should answer the questions in the box below;

Step 7: Reflection on the use of AI

Reflecting on everything I've learned, I am genuinely impressed by the potential of AI as a writing assistant. Its ability to generate coherent and contextually relevant text has already proven invaluable in enhancing my writing process. I foresee incorporating AI regularly as a writing assistant, especially for brainstorming ideas, refining content, and overcoming creative blocks. To improve my prompts, I aim to be more specific and provide clearer instructions, allowing the AI to better understand my intent. This experience has opened my eyes to the collaborative possibilities between human creativity and AI capabilities, shaping a future where the fusion of these elements can lead to more efficient and refined written expressions.