

# Techorama

ALL-STAR SPORTS EDITION

**THIS SESSION WILL GIVE YOU 2.6H\***  
**A DAY OF YOUR TIME BACK!**

Bart Wullems

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wullemsb@gmail.com

(\*): Don't sue me if it's only 2.5h



*This session is not about...*



Give me in 5 bullet points ways to save time in a day



Sure, here are five ways to save time in a day:

1. **Prioritize and Plan:** Start each day by creating a to-do list prioritizing tasks based on their importance and deadlines. Use tools like calendars and task management apps to stay organized and focused.
2. **Limit Distractions:** Identify and minimize distractions such as unnecessary notifications, social media, and other interruptions. Set specific times for checking emails and messages to maintain focus on important tasks.
3. **Delegate Tasks:** Identify tasks that can be delegated to others and assign them accordingly. This allows you to focus on high-priority tasks that require your specific skills and attention.
4. **Batch Similar Tasks:** Group similar tasks together and tackle them in dedicated blocks of time. This reduces the mental effort of constantly switching between different types of tasks and increases efficiency.
5. **Utilize Technology:** Leverage productivity tools and apps that automate repetitive tasks, manage schedules, and streamline communication. Examples include scheduling software, automation tools, and collaboration platforms.



Message ChatGPT



ChatGPT can make mistakes. Check important info.





*This session is about...*

Network Working Group  
Request for Comments: 2822  
Obsoletes: [822](#)  
Category: Standards Track

P. Resnick, Editor  
QUALCOMM Incorporated  
April 2001

## **Internet Message Format**

### Status of this Memo

This document specifies an Internet standards track protocol for the Internet community, and requests discussion and suggestions for improvements. Please refer to the current edition of the "Internet Official Protocol Standards" (STD 1) for the standardization state and status of this protocol. Distribution of this memo is unlimited.

### Copyright Notice

Copyright (C) The Internet Society (2001). All Rights Reserved.

### Abstract



*Or as "normal" people call  
it...*



*Email*

✓ Bart.Wullems@ordina.be

✓ **Inbox** **1076**

ToBlog 254

ToRead

Drafts [284]

Sent Items

Deleted Items **666**

Archief

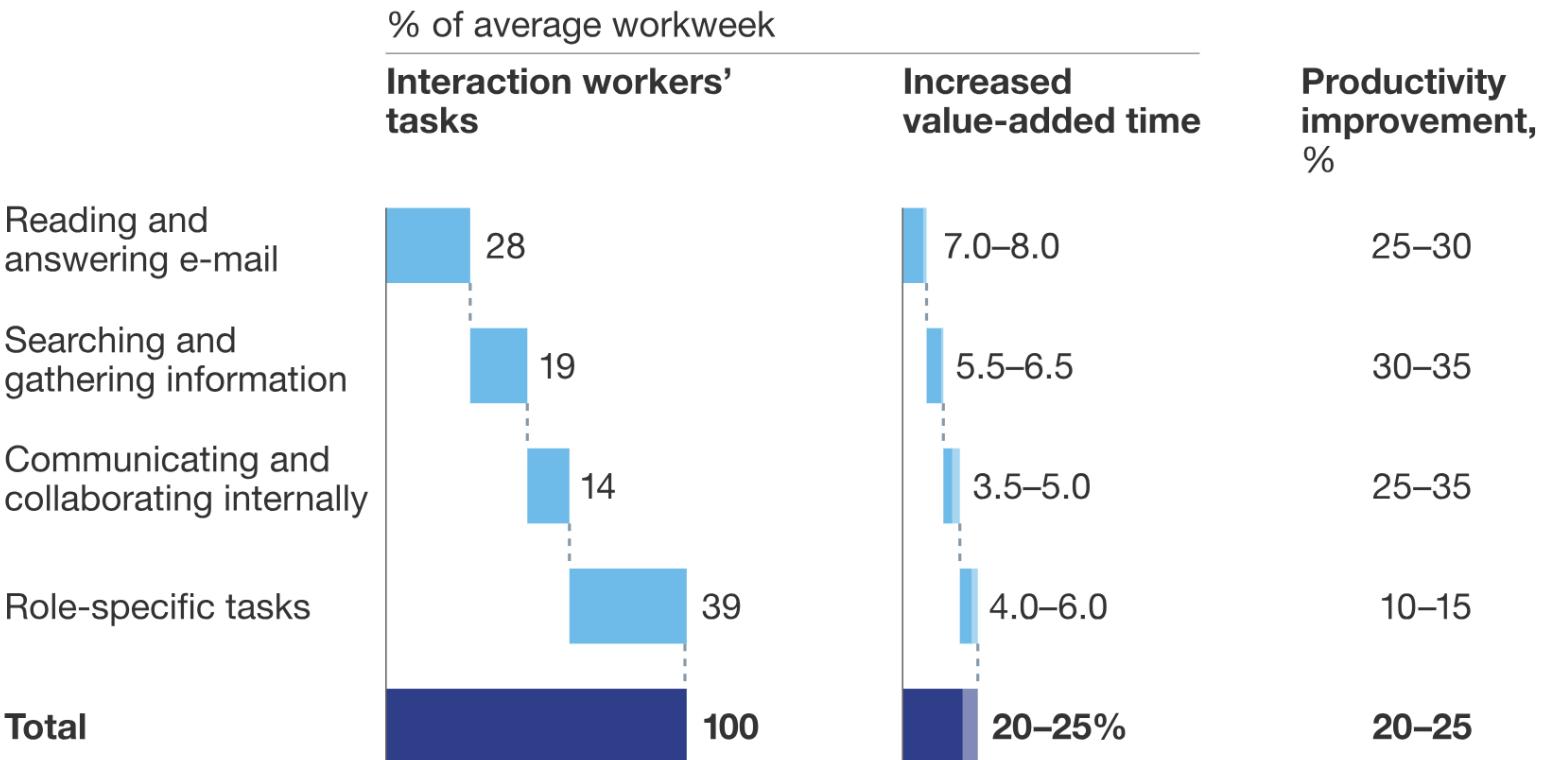
Archive

Artikel

MBS

Exhibit

## Improved communication and collaboration through social technologies could raise the productivity of interaction workers by 20 to 25 percent.



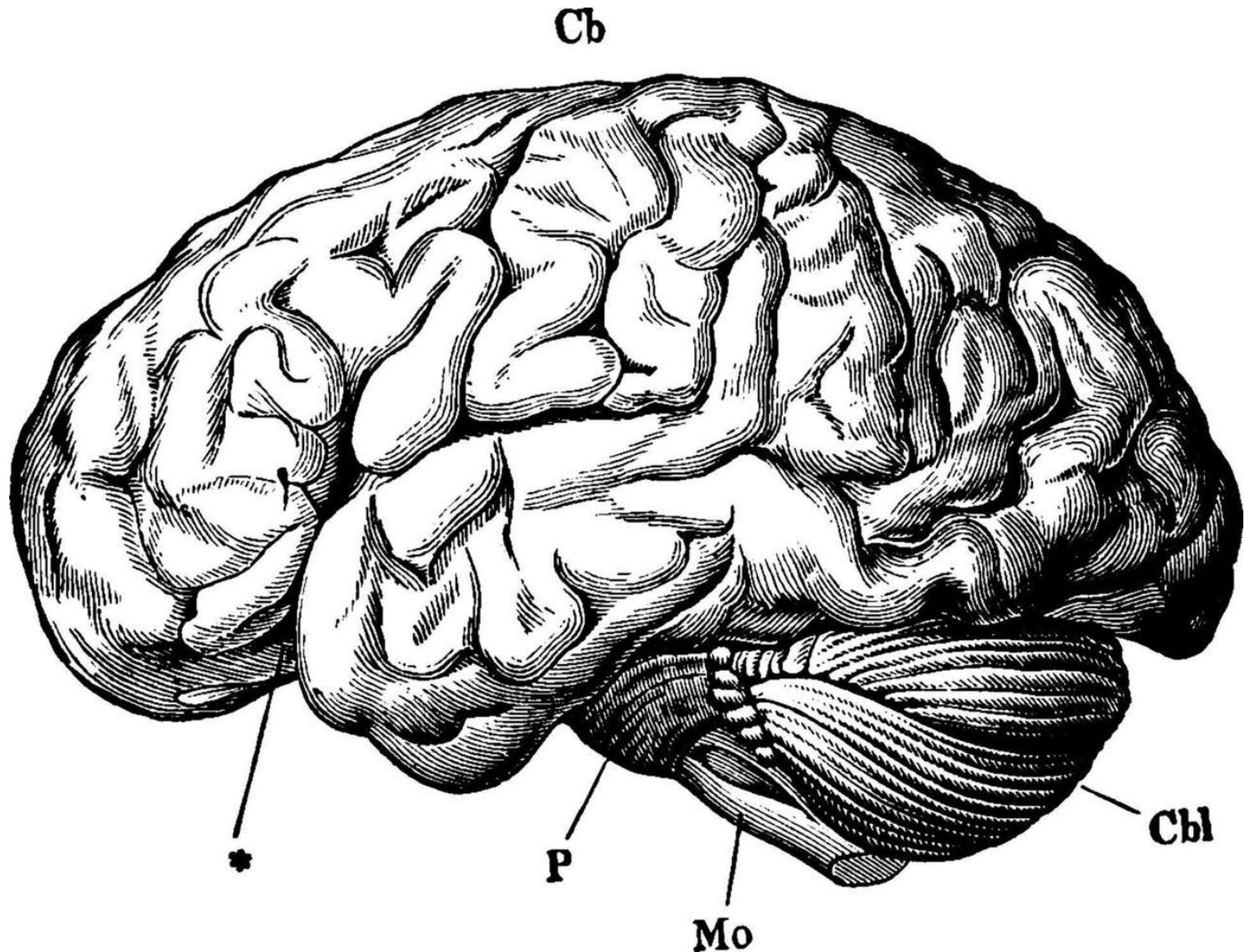
Source: International Data Corporation (IDC); McKinsey Global Institute analysis

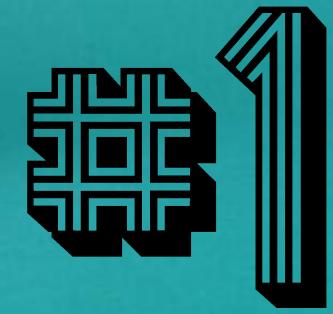
# *Goal*

Help you write shorter, better emails  
that lead to better outcomes and results

... and all of this in 60 minutes

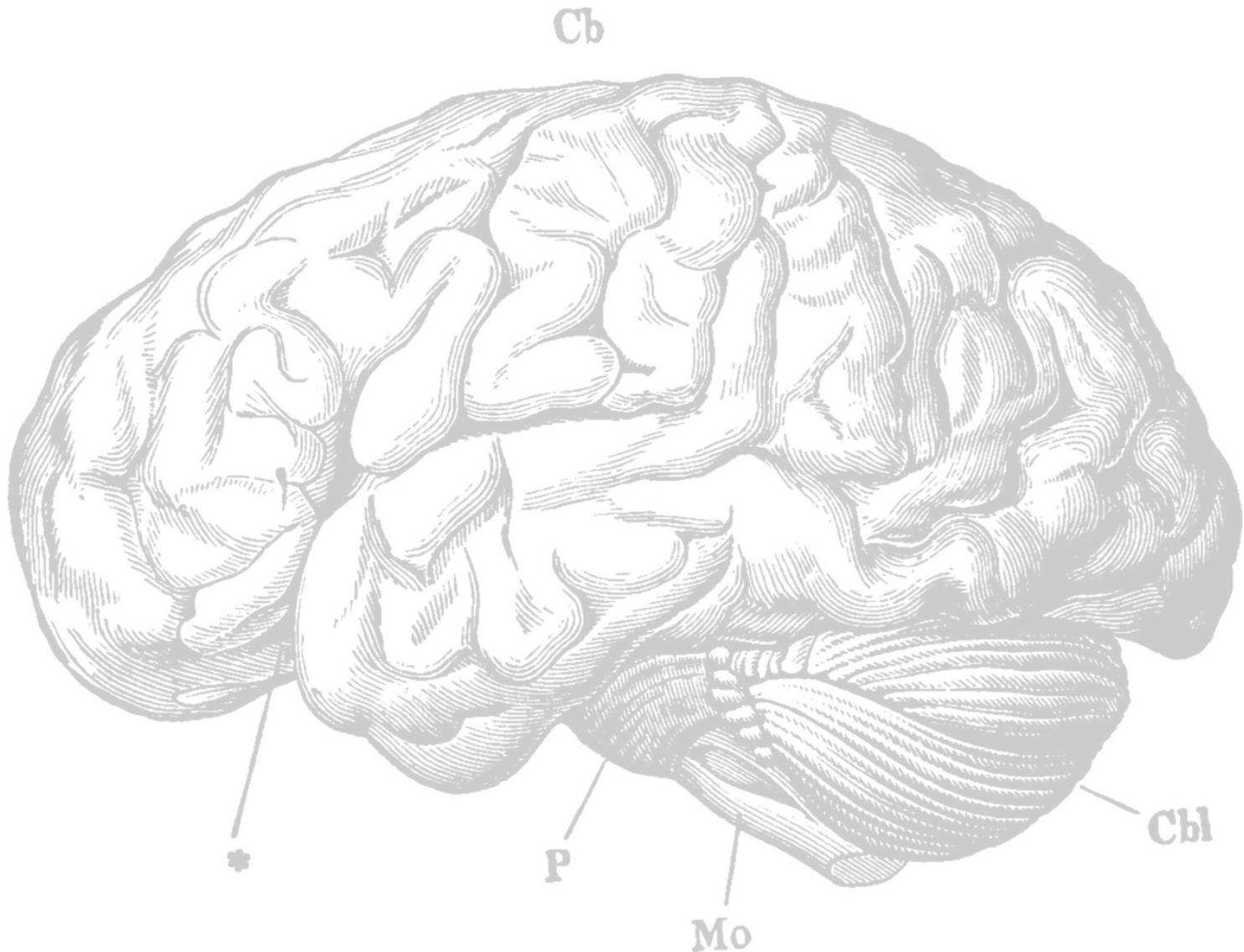
# 3 LESSONS

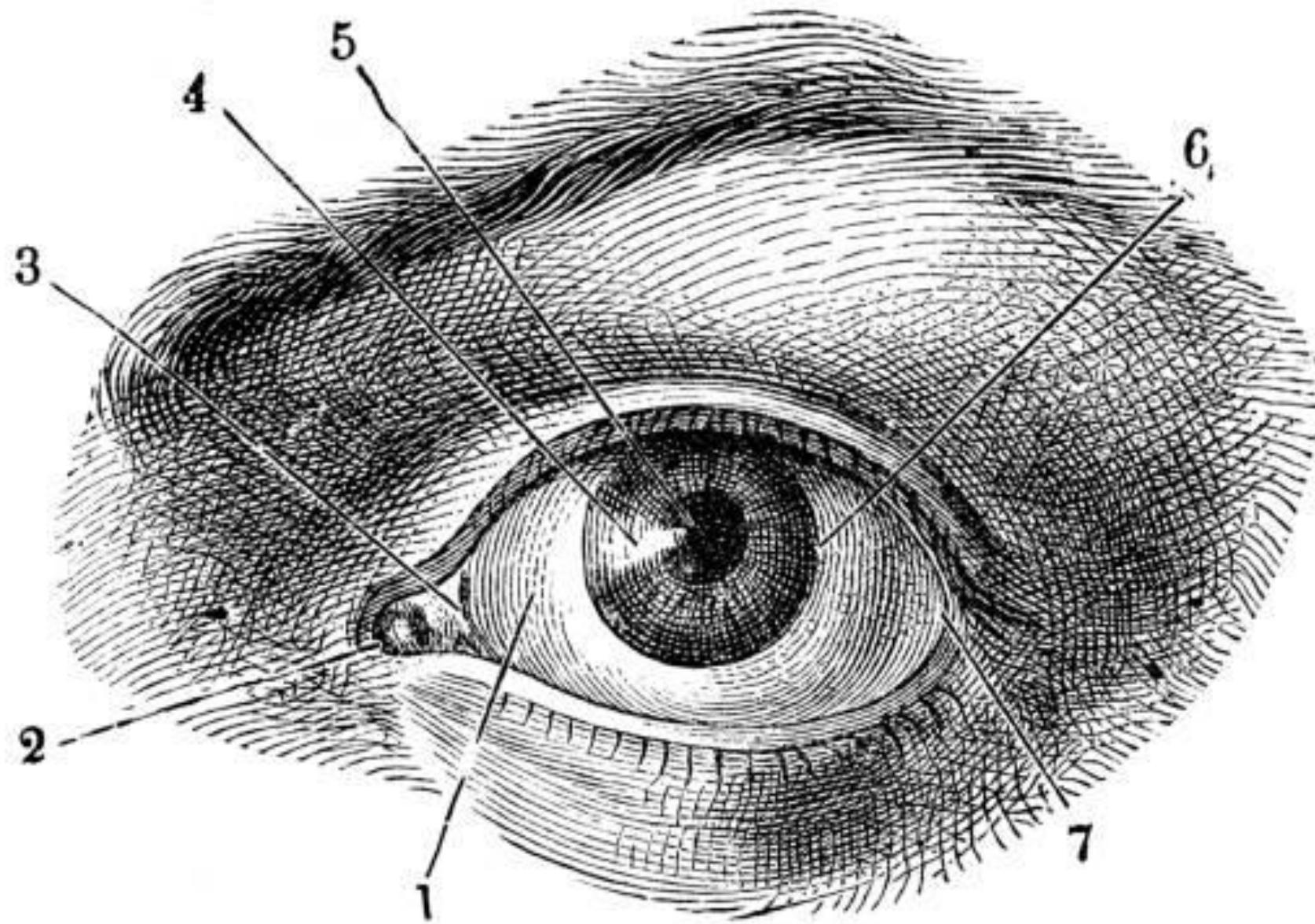






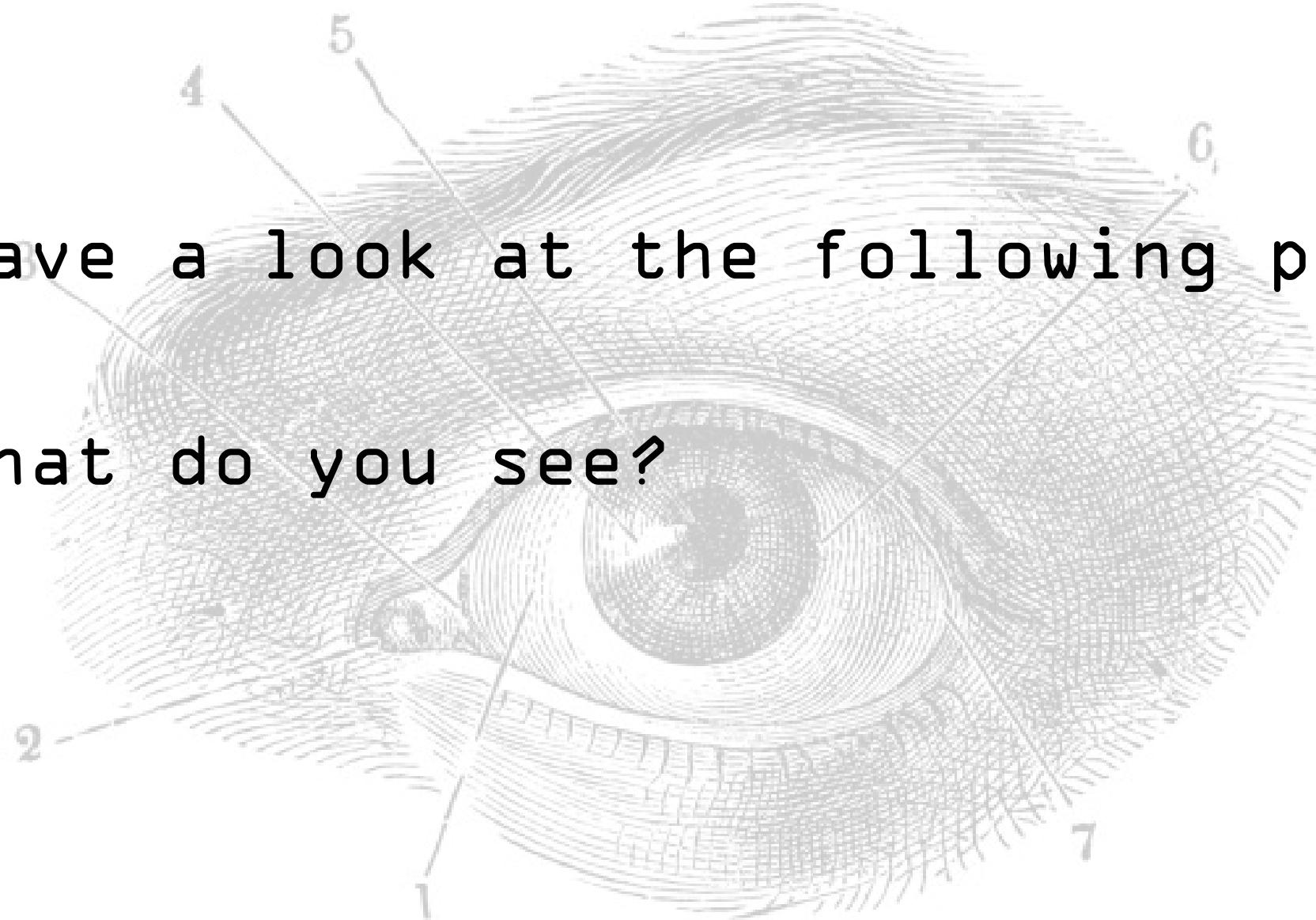
**38%** of  
employees say  
they receive an  
“excessive”  
volume of  
communications at  
their  
organization.





Have a look at the following picture...

What do you see?





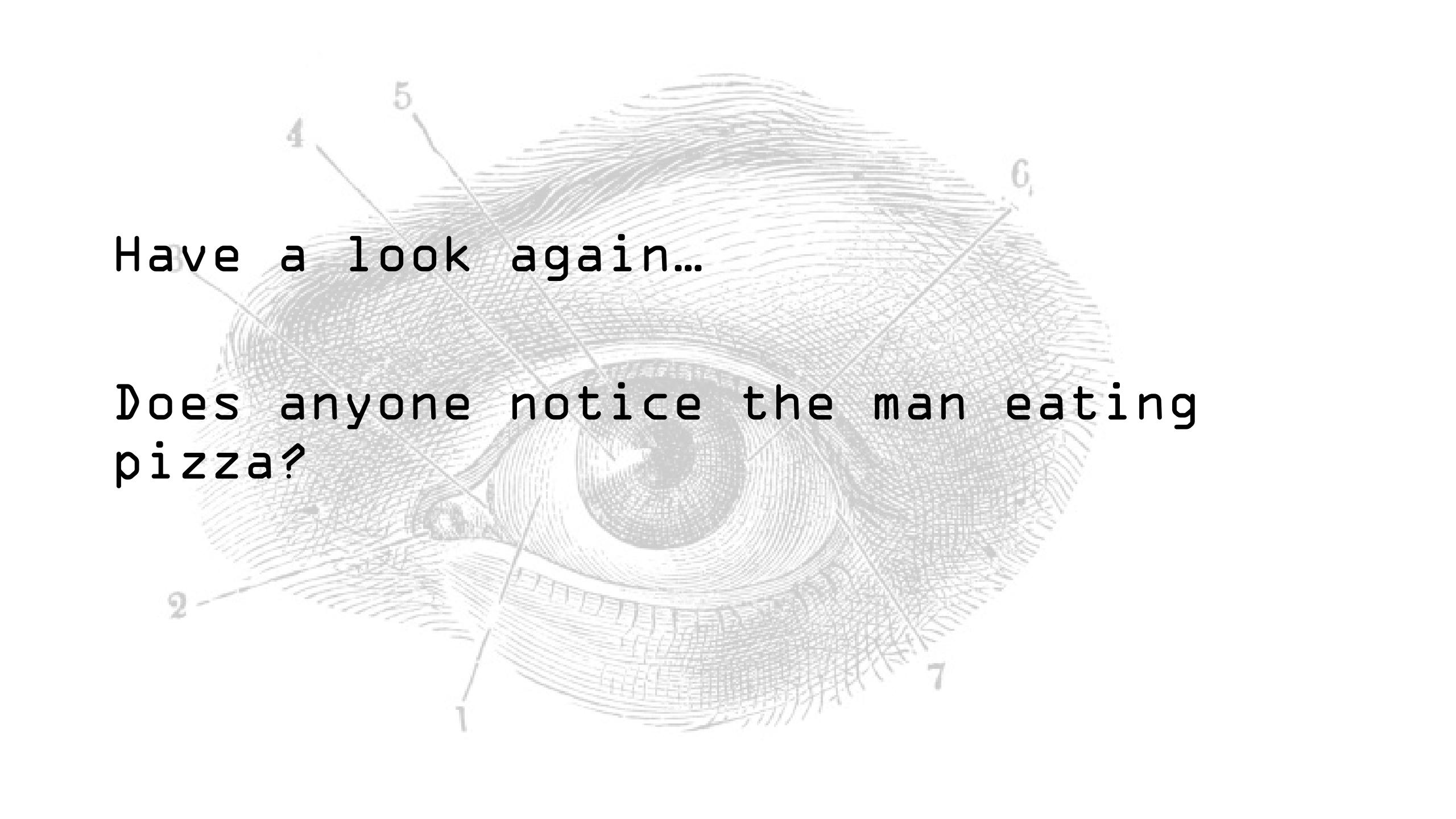
Jan  
Van Haasteren



Have a look again...

What do you now see?

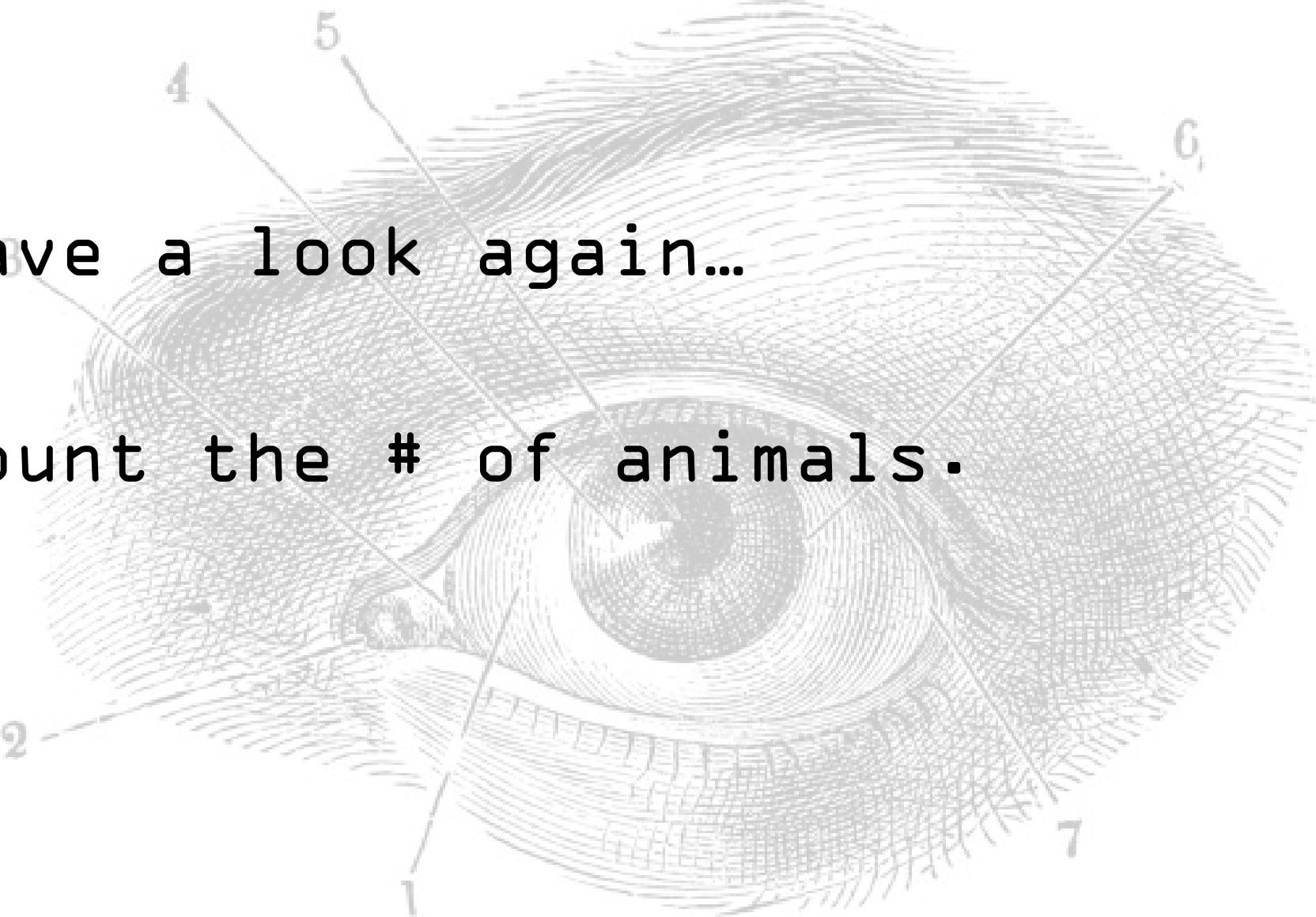




Have a look again...

Does anyone notice the man eating pizza?

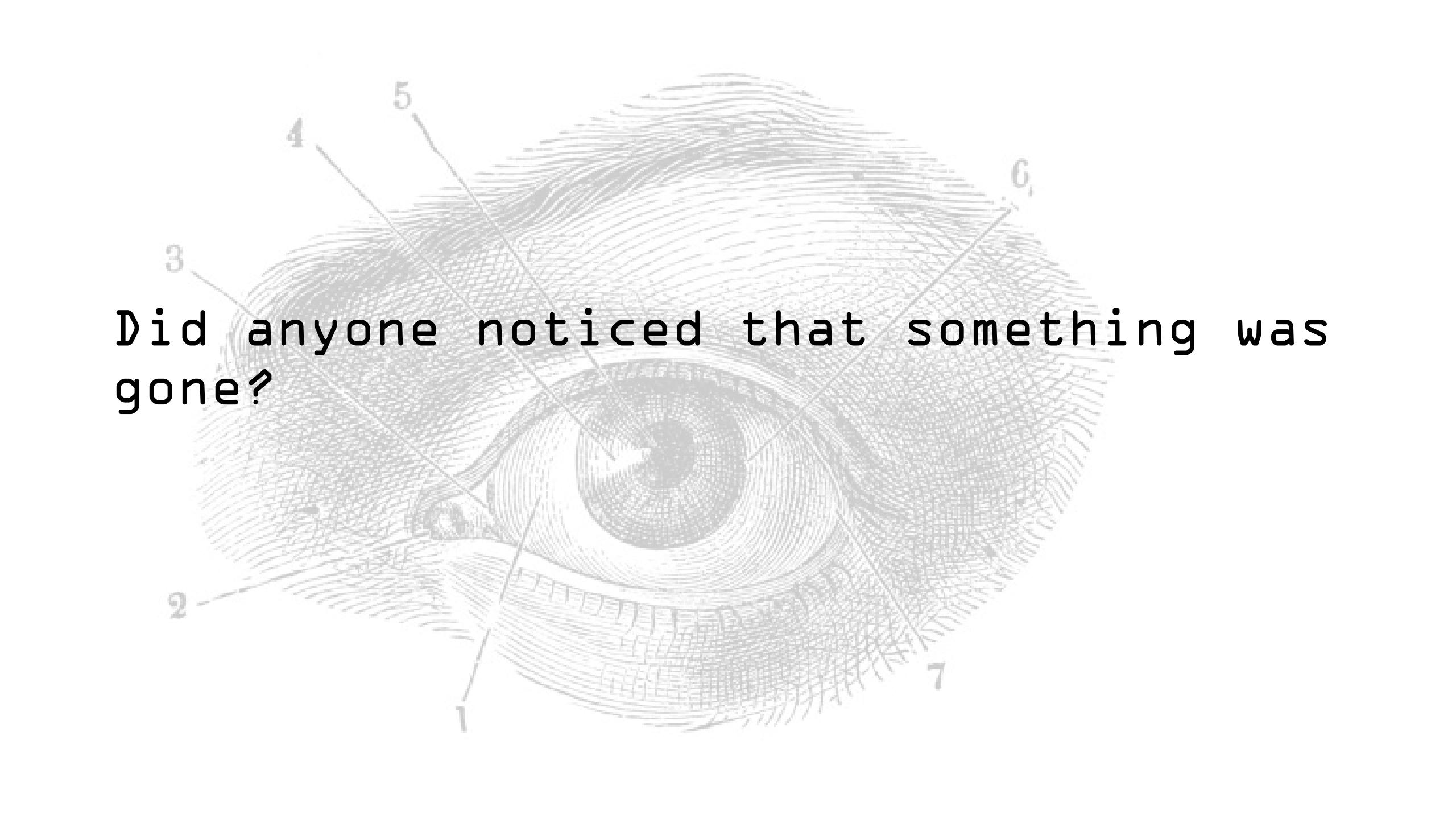




Have a look again...

Count the # of animals.





Did anyone noticed that something was  
gone?







I

Advanced

Search

User Guide

Save

Email

Send to

Display options

> Perception. 1999;28(9):1059-74. doi: 10.1068/p281059.

FULL TEXT LINKS

## Gorillas in our midst: sustained inattentional blindness for dynamic events

SageJournals

D J Simons <sup>1</sup>, C F Chabris

Affiliations + expand

PMID: 10694957 DOI: [10.1068/p281059](https://doi.org/10.1068/p281059)

ACTIONS

Cite

Collections

SHARE



PAGE NAVIGATION

◀ Title & authors

Abstract

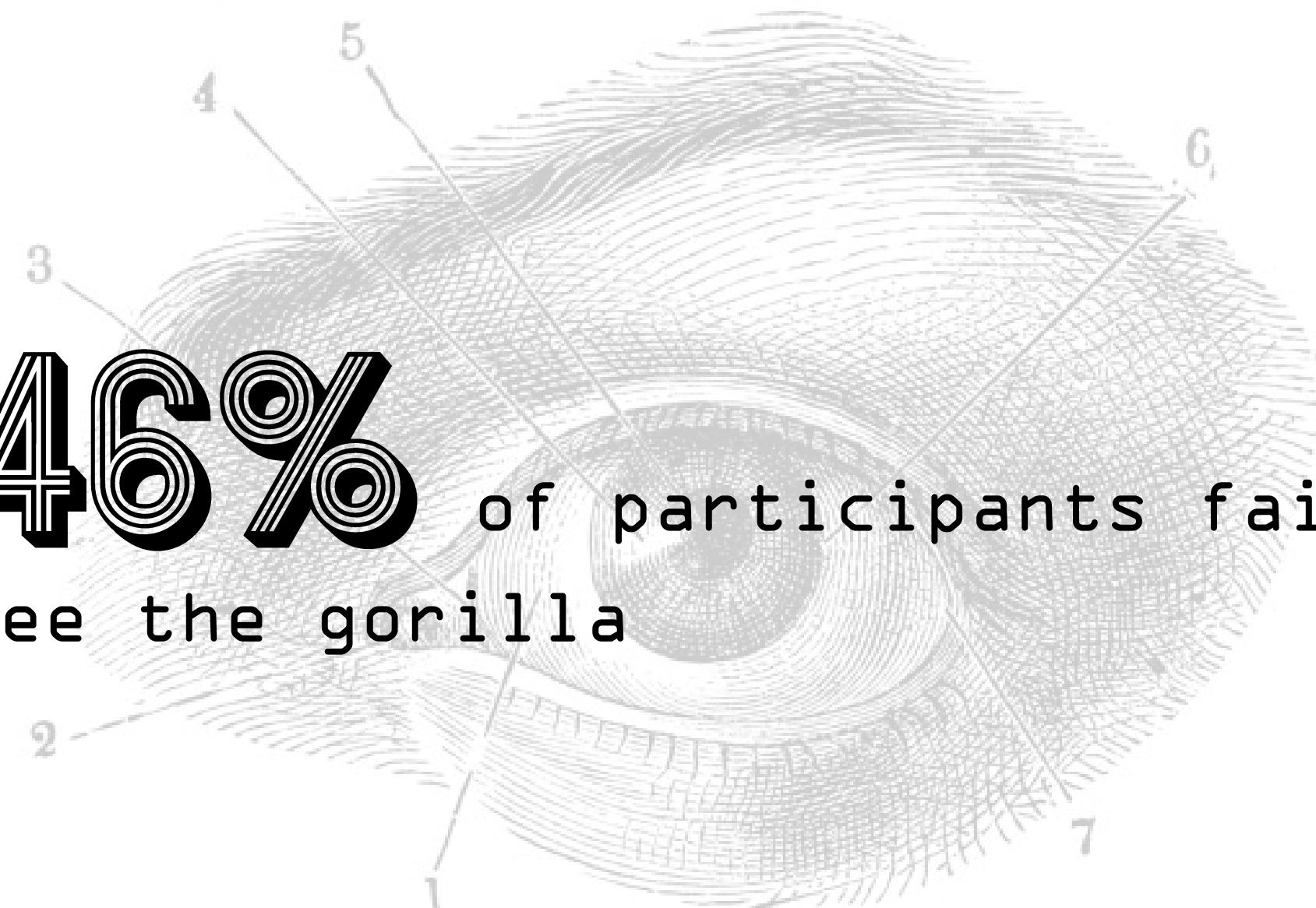
Similar articles

Cited by

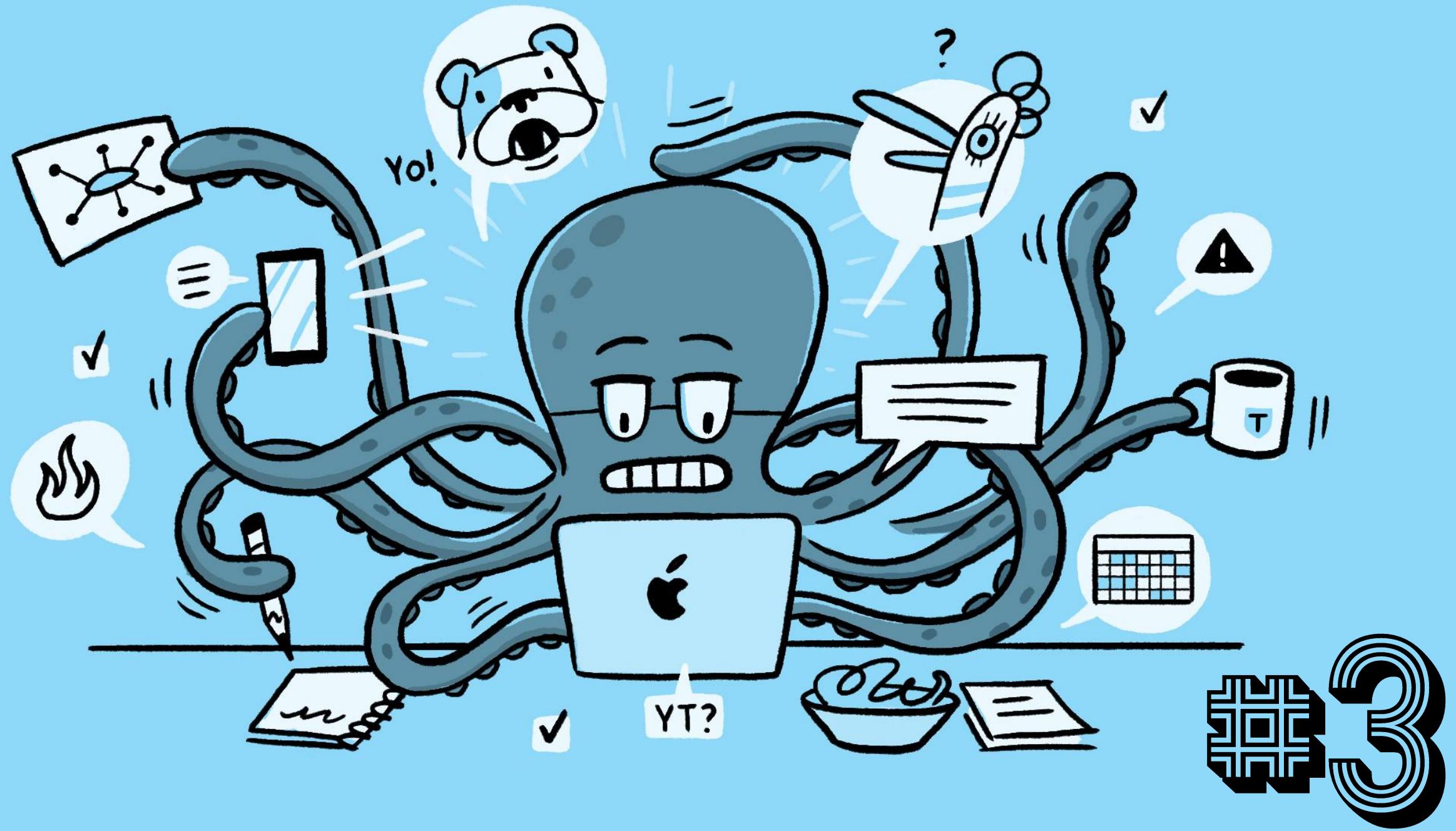
### Abstract

With each eye fixation, we experience a richly detailed visual world. Yet recent work on visual integration and change direction reveals that we are surprisingly unaware of the details of our environment from one view to the next: we often do not detect large changes to objects and scenes ('change blindness'). Furthermore, without attention, we may not even perceive objects ('inattentional blindness'). Taken together, these findings suggest that we perceive and remember only those objects and details that receive focused attention. In this paper, we briefly review and discuss evidence for these cognitive forms of 'blindness'. We then present a new study that builds on classic studies of divided visual attention to examine inattentional blindness for complex objects and events in dynamic scenes. Our results suggest that the likelihood of noticing an unexpected object depends on the similarity of that object to other objects in the display and on how difficult the priming monitoring task is. Interestingly, spatial proximity of the critical unattended object to attended locations does not appear to affect detection, suggesting that observers attend to objects and events, not spatial positions. We discuss the implications of these results for visual representations and awareness of our

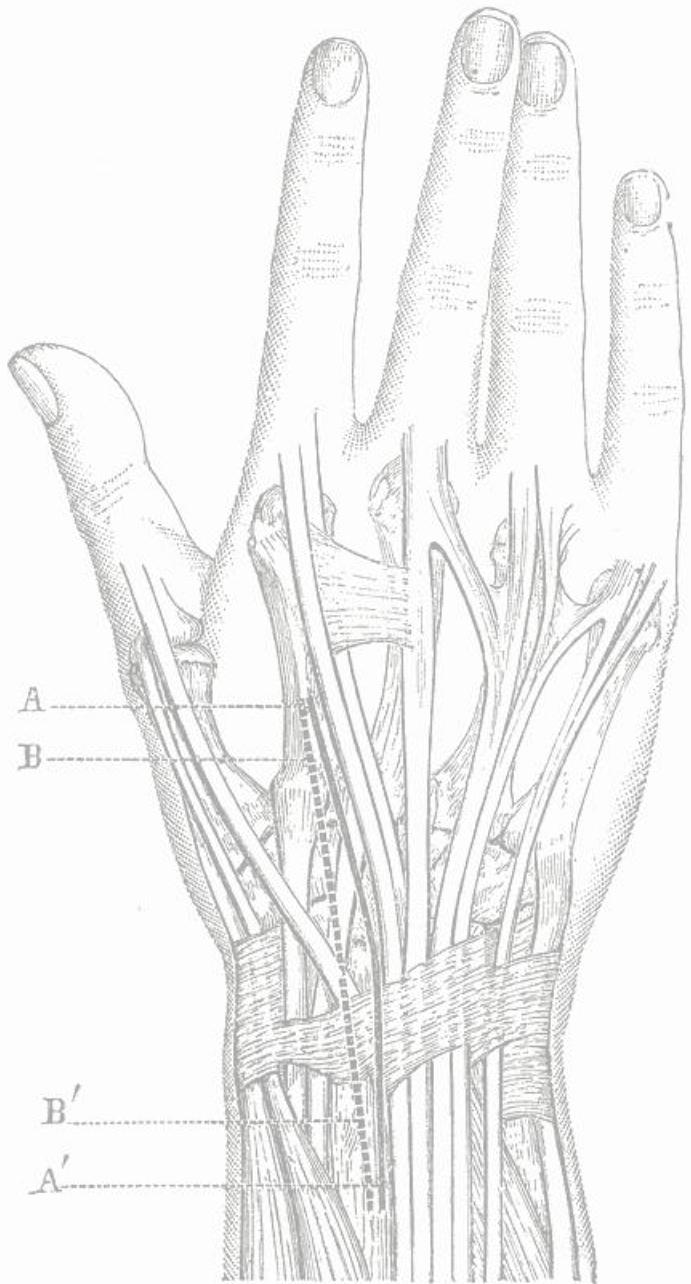




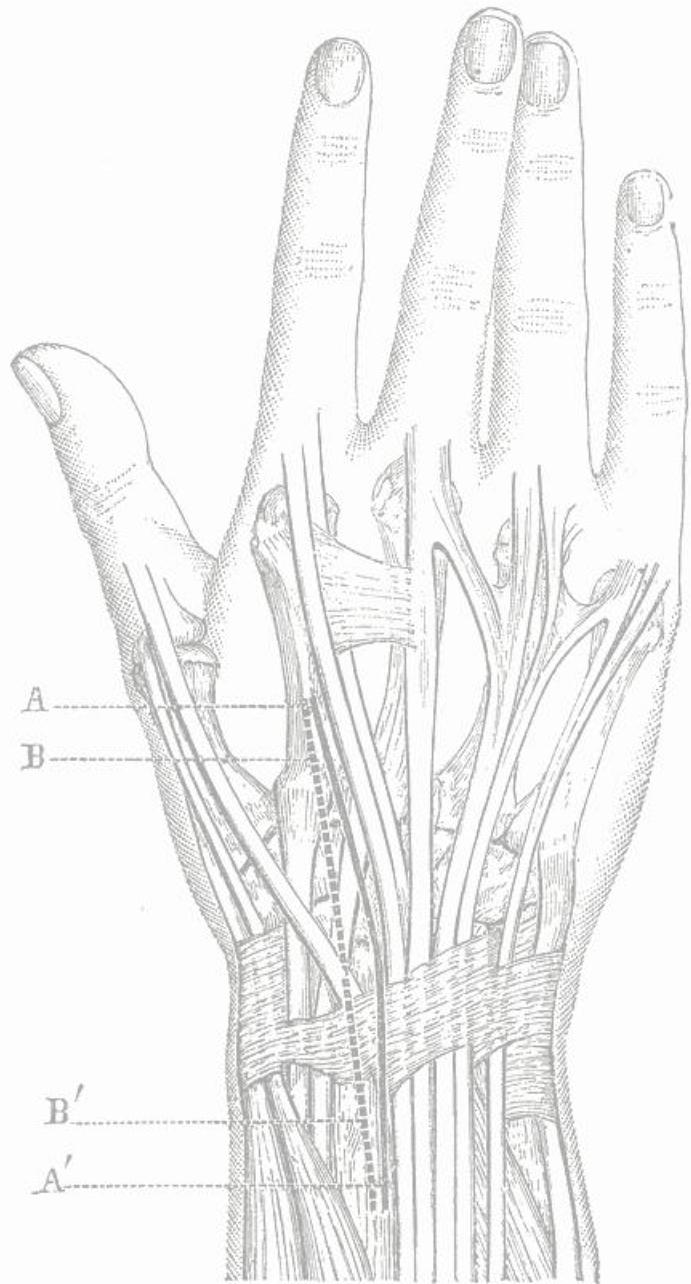
**46%** of participants failed to  
see the gorilla



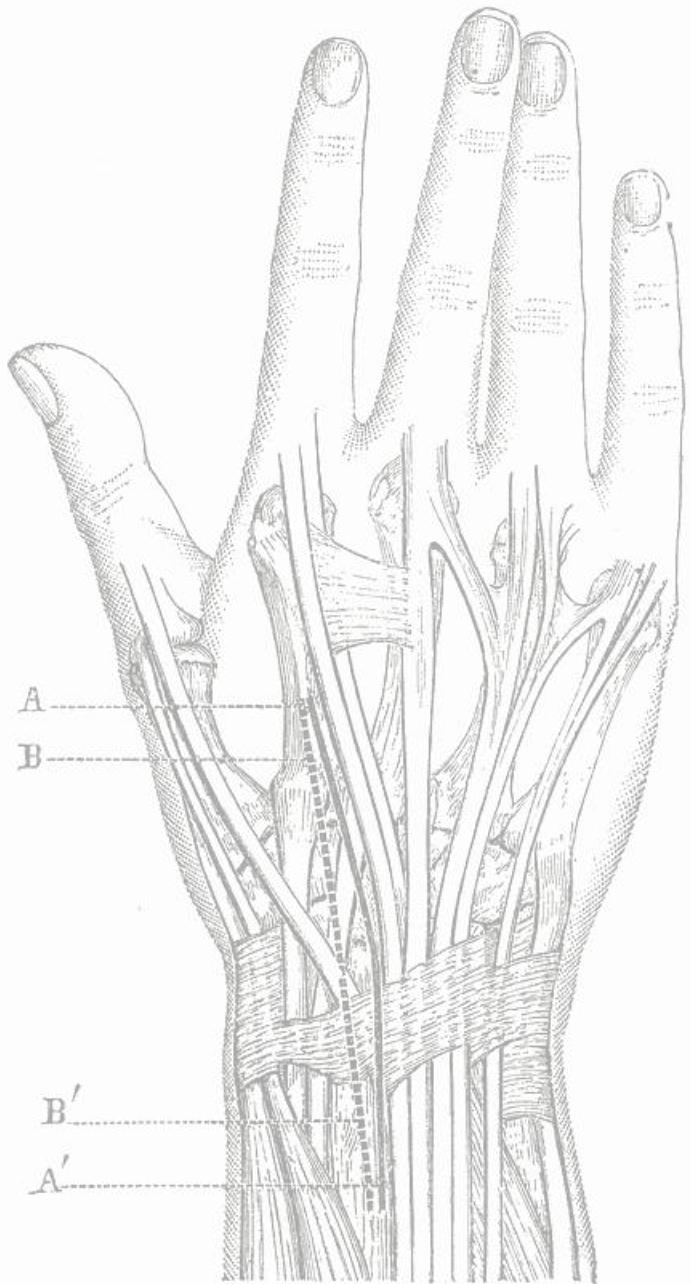
Multitasking =  
Doing multiple things  
at the same time



Multitasking ≈  
Fast task switching



**63%** of  
professionals regularly  
work on two or three  
different tasks at the  
same time



*italicize*

**bold**

CAPITALIZE

underline

highlight

highlight

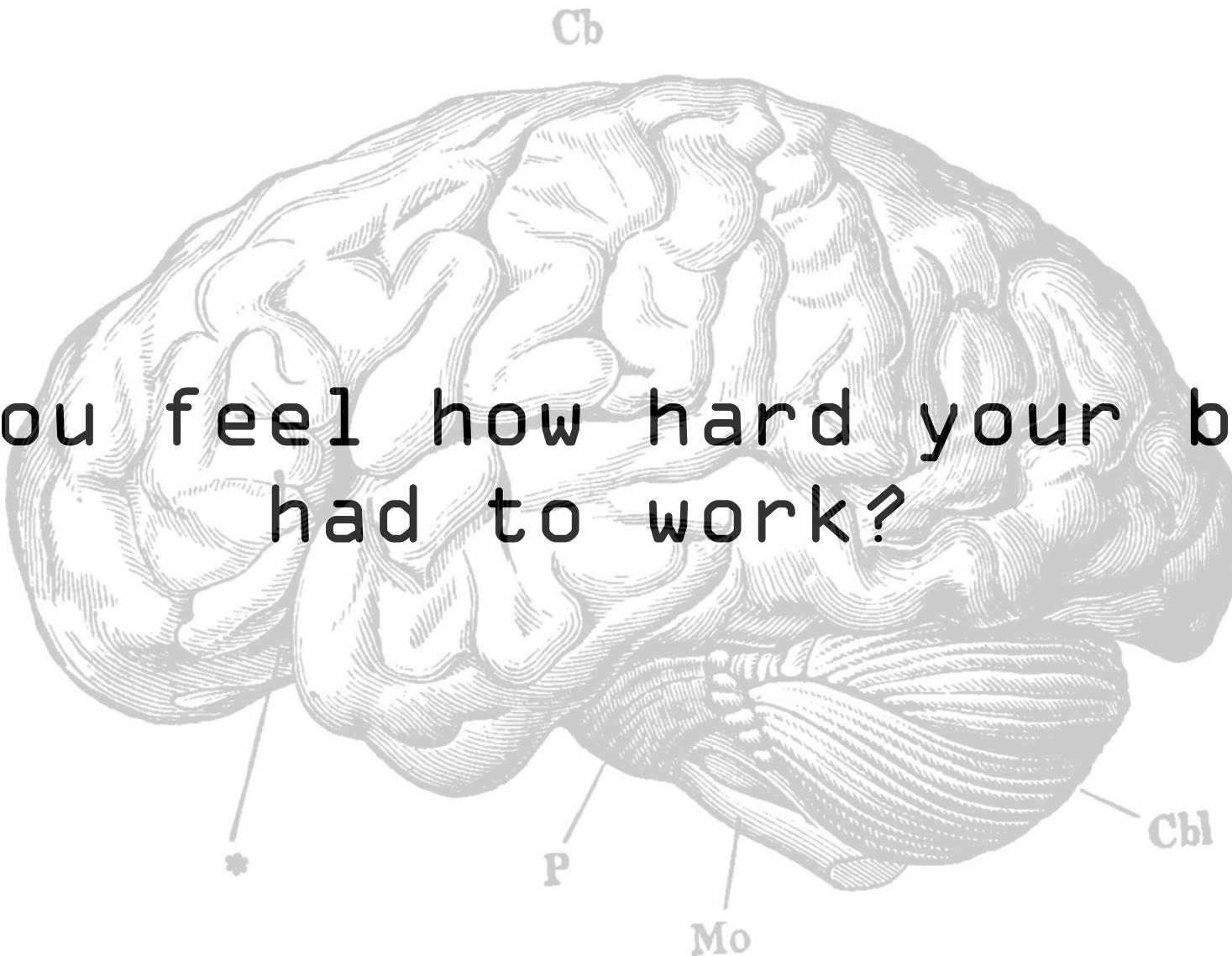
italicize

BOLD

*underline*

capitalize

Did you feel how hard your brain  
had to work?



In psychology, this is called

# THE STROOP EFFECT

, the delay in reaction time between congruent and incongruent stimuli.

Red Green Purple  
Brown Blue Red

Purple Red Brown  
Red Green Blue

# 3 LESSONS

- 
1. Our brains get a lot of information to process during a day
  2. We can handle this by focussing on specific elements while actively ignoring others
  3. We cannot multitask and when we try it comes with a cost



*email*



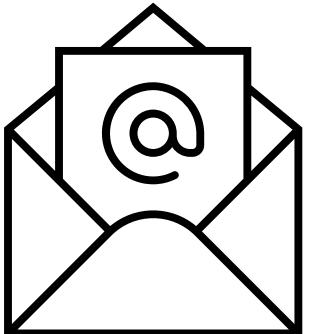
*We are all busy  
readers*

*1. Will I  
read it?*

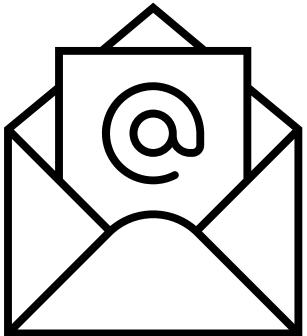
*2.<sup>2.</sup> When  
will I  
read it?*

*4. Will I  
respond?*

*3. How  
will I  
read it?*



*1. Will I  
read it?*



**50%**  
*of mails are thrown  
away unread*



*Expected  
benefits*



*Expected  
costs*

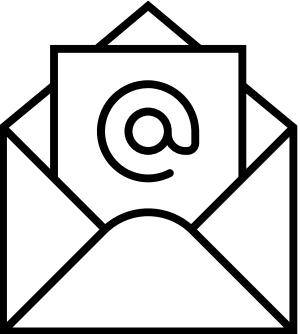


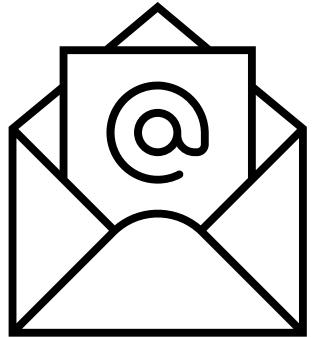
*Expected  
benefits*

*Expected  
costs*

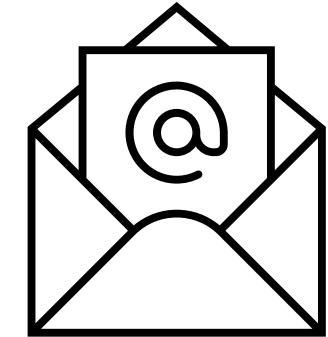


<sup>2.</sup>  
*When  
will I  
read it?*



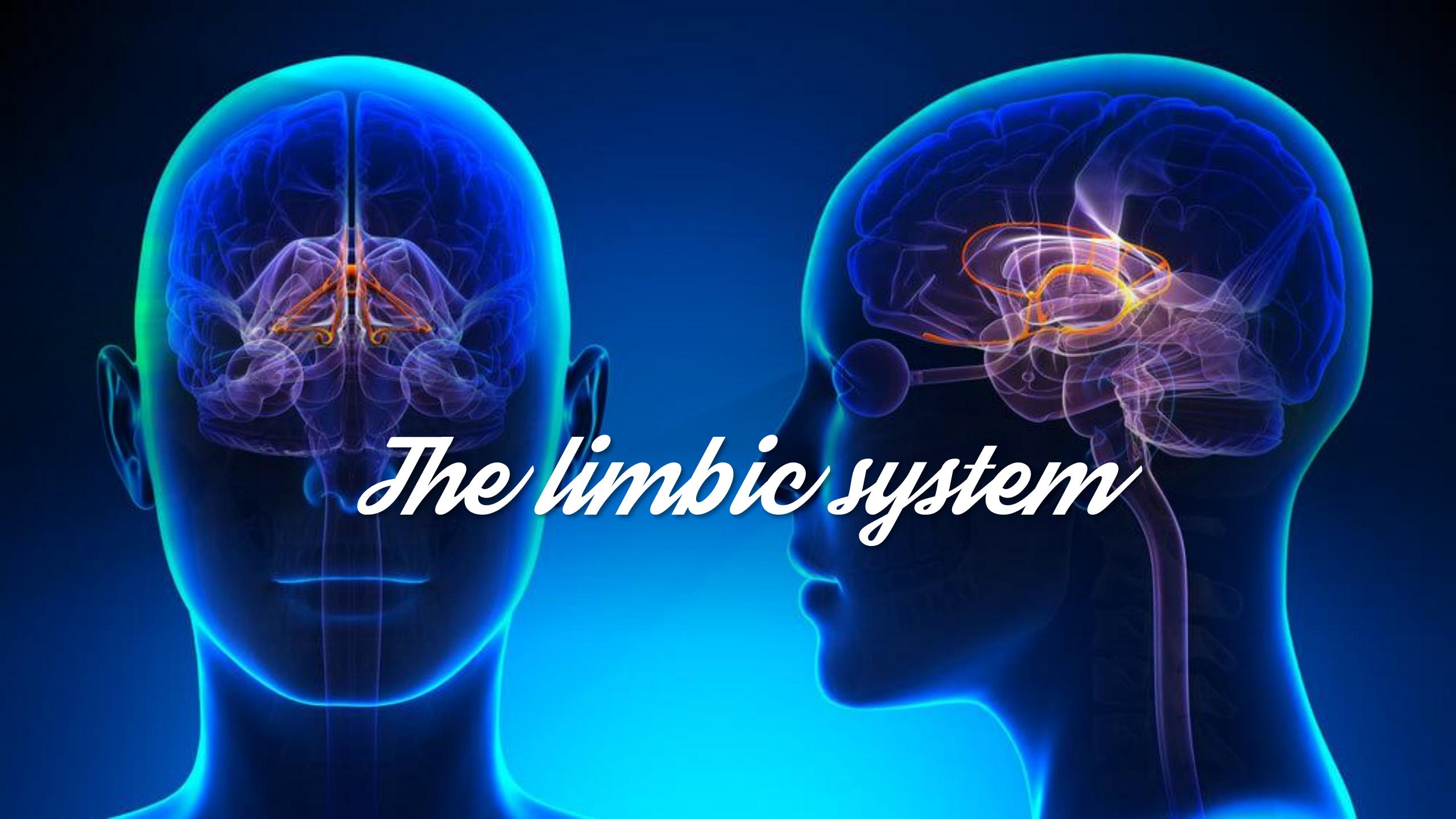


*Easy*

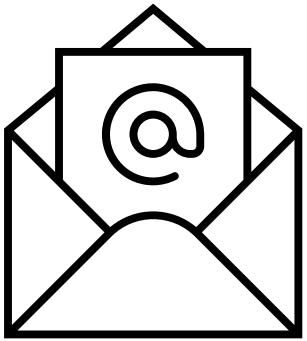


*Hard*





# *The limbic system*



*3. How  
will I  
read it?*

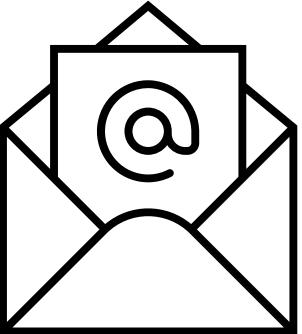
### **Reading:**

This person is reading the text for understanding. The person may not fixate on every word, but they are processing every word. Reading like this takes more time than skimming and scanning, but it results in fuller understanding.

### **Skimming:**

This person is skimming the text. The telltale sign of skimming instead of reading is when the person's eyes fixate on a smaller proportion of the words and each fixation is for shorter durations. Notice how many words are skipped over and how often the person must go backward to revisit words they skipped. Skimming can help a person get a sense of what a text is about, but the person will miss many details, often critical ones.

*4. Will I  
respond?*



*Will I respond? Yes, if...*

*... the request is well communicated (clarity)*

*... the importance is clear (relevance)*

*... the request is easy to fulfil (completeness)*

*"Designing"  
emails*

REVISED & EXPANDED EDITION

The DESIGN  
of EVERYDAY  
THINGS



DON  
NORMAN



*Writing for busy readers*

~~You are Writing  
more than ever,  
competing for  
the attention of  
Busy Readers~~

~~who skim.~~

Communicate  
More Effectively in  
the Real World

Todd Rogers and  
Jessica Lasky-Fink



# 6 PRINCIPLES

- Less is more
- Make reading easy
- Design for easy navigation
- Use enough formatting but no more
- Tell readers why they should care
- Make responding easy



*1. Less is more*

# WORDY

1%

To: You!  
From: Someone from work  
Subject: unclear what the point is . . .

Hi there,

As I was walking home, I saw you making out with your friend. I don't know if you're still together or not, but I'm sure it's been a while since you last spoke to me. I wonder what's been going on in your life since then. And we've talked about a lot of stuff, like how you feel about the office, what you think of our new manager, etc.

I think you might be feeling a bit stressed right now, given all the changes that have happened recently. But don't worry, I'm here to help. I know it can be tough sometimes, but just remember that you're not alone. You have friends and family who care about you and want to see you succeed. So keep pushing forward, even when things get tough.

Even though you might feel like giving up at times, just remember that you're strong and capable. You've come so far already, and I believe in you. You can do this! Just keep pushing forward, and I know you'll be successful.

Hugs and kisses,

# CONCISE

99%

To: You!  
From: Someone from work  
Subject: unclear what the point is . . .

Hi there,

You mentioned to me that you had a rough day at work and were feeling "overwhelmed" because of "too many tasks" and "not enough time".

I understand that it's challenging to manage your time effectively when you have a lot of work to do. It's important to prioritize your tasks and focus on what's most important.

*I would have written a  
shorter letter if I had more  
time*

dreamstime<sup>®</sup>

*Blaise Pascal*



Every word has to earn its place in a sentence, every sentence has to earn its place in a paragraph, and every idea has to earn its place in a text

Nancy Gibbs, former editor in chief of *Time* magazine



# WORDY

To: You!  
From: [CANDIDATE NAME]  
Date: [DATE]  
Subject: [SUBJECT LINE]

I wanted you to hear this incredible news from me first, [YOUR NAME]:

Poll after poll has shown me running neck and neck with unelected [OPPOSING CANDIDATE NAME](R) in the race that [REDACTED].

**Now, our people-powered campaign is officially surging—a brand-new FiveThirtyEight polling analysis shows us [POINTS] ahead, [X% to X%]!**

But here's the bad news: Republicans are now scrambling. On top of the [\$] million [OPPOSING CANDIDATE NAME] is already spending to buy this seat, Mitch McConnell and his shady GOP allies just pledged to pour in another [\$] MILLION to crush our momentum and hold on to their extremist majority.

Republicans know that if we lose in [STATE], Democrats will [REDACTED]. Plain and simple. **That's why we set a goal to raise \$25,000 by midnight tonight to keep up our momentum, fight back against GOP attacks and win this race.**

But right now, we're coming up incredibly short. If we don't close this gap, [OPPOSING CANDIDATE NAME] could retake the lead—and [REDACTED]. So I have to ask:

Please, [YOUR NAME], will you rush a gift of \$[X] or more now to help us hit our grassroots goal, flip [STATE] blue and [REDACTED]?

Thanks so much for pitching in what you can.

[CANDIDATE NAME]

# CONCISE

To: You!  
From: [CANDIDATE NAME]  
Date: [DATE]  
Subject: [SUBJECT LINE]

I wanted you to hear this incredible news from me first, [YOUR NAME]:

**Now, our people-powered campaign is officially surging—a brand-new FiveThirtyEight polling analysis shows us [POINTS] ahead, [X% to X%]!**

Republicans know that if we lose in [STATE], Democrats will [REDACTED]. Plain and simple. **That's why we set a goal to raise \$25,000 by midnight tonight to keep up our momentum, fight back against GOP attacks and win this race.**

Please, [YOUR NAME], will you rush a gift of \$[X] or more now to help us hit our grassroots goal, flip [STATE] blue and [REDACTED]?

Thanks so much for pitching in what you can.

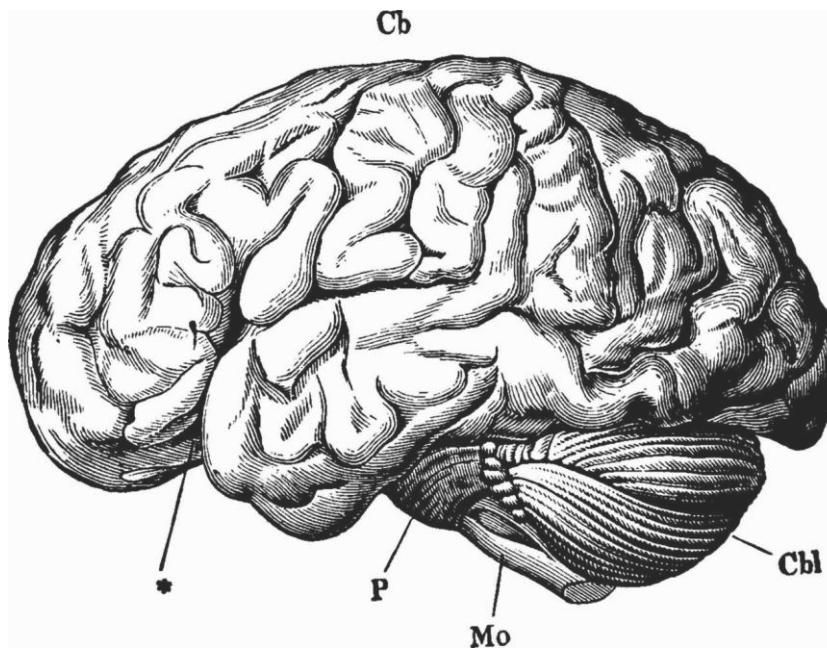
[CANDIDATE NAME]

**16%**



*2. Make reading easy*

Shorter and more common words  
are inherently easier to read,  
as are shorter and simpler  
sentences.



## Section 19: Informed Consent

The regulations found at 45 CFR 46.116 state the following:

*Except as provided elsewhere in this policy, no investigator may subject in research covered by this policy unless the investigator has obtained the informed consent of the subject or the subject's legally authorized representative. The investigator shall seek such consent only under circumstances that minimize the possibility of coercion or undue influence. The subject or the representative shall be in language understandable to the subject or the representative. No informed consent, whether oral or written, may release any of the subject's legal rights, or releases or appears to release the institution or its agents from liability for negligence.*

Informed consent is not merely obtaining a signature on a piece of paper; process meant to:

- Provide adequate information to allow an informed decision
- Explain the nature and expectations of the research
- Present the trial in a language that is clear and understandable
- Answer questions raised by the participant
- Provide enough time to allow for appropriate decision making
- Explain the right to refuse participation

### 19.1 Informed Consent Document

Per [45 CFR 46.116](#) (Department of Health and Human Services, DHHS) informed consent must include:

- A statement that the trial involves research
- An explanation of the purposes of the research
- The expected duration of the participant's participation in the research
- A description of the procedures to be followed
- Identification of any procedures that are experimental
- A description of any foreseeable risks or discomforts to the participant

The Guide to Human Research Activities

## INSURANCE AGREEMENT

This Insurance Agreement (the "Agreement") is effective [DATE].

BETWEEN:

[NAME OF THE INSURER], (the "Insurer") a company organized under the laws of the [State/Province] of [STATE/PROVINCE] with its principal place of business located at:

[YOUR COMPLETE ADDRESS]

AND:

[CLIENT'S FULL NAME], (the "Client") which expression shall, repugnant to the meaning or context hereof, be deemed to include successors and assigns residing at:

[YOUR COMPLETE ADDRESS]

You, the Client, are the business entity to whom services will be rendered by the Insurer. Both Parties agree to enter into a contract with the Insurer for the provision of insurance coverage for [REDACTED] services. The Client shall be entitled to obtain services from the Insurer in accordance with the terms and conditions of the insurance contract. Both Parties agree to end their relationship if either party terminates the contract with the Insurer.

HOW THE PARTIES WORK AS FOLLOWING:

1. The Client shall provide the Insurer with all necessary information required to issue the insurance policy.

2. The Insurer shall issue the insurance policy to the Client.

3. The Client shall pay the insurance premium to the Insurer.

4. The Insurer shall provide the Client with the insurance policy documents.

5. The Client shall keep the insurance policy documents for future reference.

1.2. The Properties covered are as follows:

[DEFINE THE PROPERTIES COVERED BY THE INSURANCE]

### 2. TERM OF THE AGREEMENT

2.1. The Agreement shall come into force on the Effective Date of the Agreement and to be in force until [DATE OF TERMINATION].

### 3. PREMIUM AND PERIOD OF PAYMENT

3.1. The Client agrees to pay the Insurer an Insurance Premium amount of [SPECIFY]

Insurance Agreement

## EMPLOYMENT CONTRACT AGREEMENT

This Employment Contract ("Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_ with a mailing address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_ ("Employer"), and \_\_\_\_\_ ("Employee").

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other good and valuable consideration, the parties agree as follows:

I. **Employment.** The Employee acknowledges that they will, at all times, faithfully, industriously, and to the best of their skills, experience, and talents, perform all of the duties required of the Position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules, and regulations, both written and oral, as are announced by the Employer from time to time.

II. **Position Title.** As a \_\_\_\_\_ ("Position"), the Employee is required to perform all of their necessary job functions and duties, and all other duties may be assigned to Employee from time to time by Employer. This is a  **Part-Time**  **Full-Time** position with the expectation that the Employee will devote \_\_\_\_\_ hours per week to the Position. This may change from time to time as the Employer sees fit.

III. **Compensation.** As full compensation for all services provided, the Employee shall be paid at the rate of \_\_\_\_\_ dollars (\$\_\_\_\_\_) per  Hour  Day  Week  Month  Year. Any salary will be subject to review of their work on a periodic basis. Such payments shall be subject to standard mandatory deductions by the Employer (e.g., Federal & State Taxes, Social Security, Medicare) and shall be made on a  Weekly  Bi-Weekly  Monthly  Quarterly  Annual basis.

IV. **Benefits.** In addition, the Employee will be eligible to participate in bonuses and other employee benefit plans established by the Company for its employees. The Employer currently offers the following benefits to its employees: \_\_\_\_\_ ("Benefits")

V. **Probationary Period.** It is understood and agreed that the first \_\_\_\_\_ days of employment shall constitute an initial term for the Employee ("Probationary Period"). During the Probationary Period, the Employee is not eligible for paid time off or other Benefits as mentioned in Section IV. During the Probationary Period, the Employer retains the right to exercise at-will employment at any time and may terminate the

Will I not sound less  
intelligent?



Hi Bart, sorry to interrupt your presentation.



No problem. How can I help?



I'm the Techorama AI content Agent that monitors your presentation. My indicators show a lack of technical content and although you are in the AI track no mentioning of AI.



Could you please fix this?



**AI** *makes things worse*

## Welcome to Techorama 2018



To ● Wullems, Bart

Smile icon | Reply icon | Reply All icon | Forward icon | More icon

do 4/04/2018 12:58

Hi Bart,

Welcome to Techorama and Belgium! We hope you will enjoy your stay with us.

We're looking forward to having you over!

Regards,

# Welcome to Techorama 2025



To ● Wullems, Bart

Smile icon | Reply icon | Reply All icon | Forward icon | More icon

Mon 5/19/2025 2:27 PM

Dear Esteemed Speaker,

Allow me to extend a most cordial welcome to Techorama and the fair country of Belgium. It is my sincere hope that your sojourn among us will prove not only pleasant but also intellectually and culturally enriching.

We eagerly anticipate the privilege of your presence and look forward to the conversations and camaraderie that await.

With all best wishes for your continued success and well-being, I remain,  
Yours faithfully and with the greatest respect,

*Let's cook a better AI assistant that  
applies the rules above*

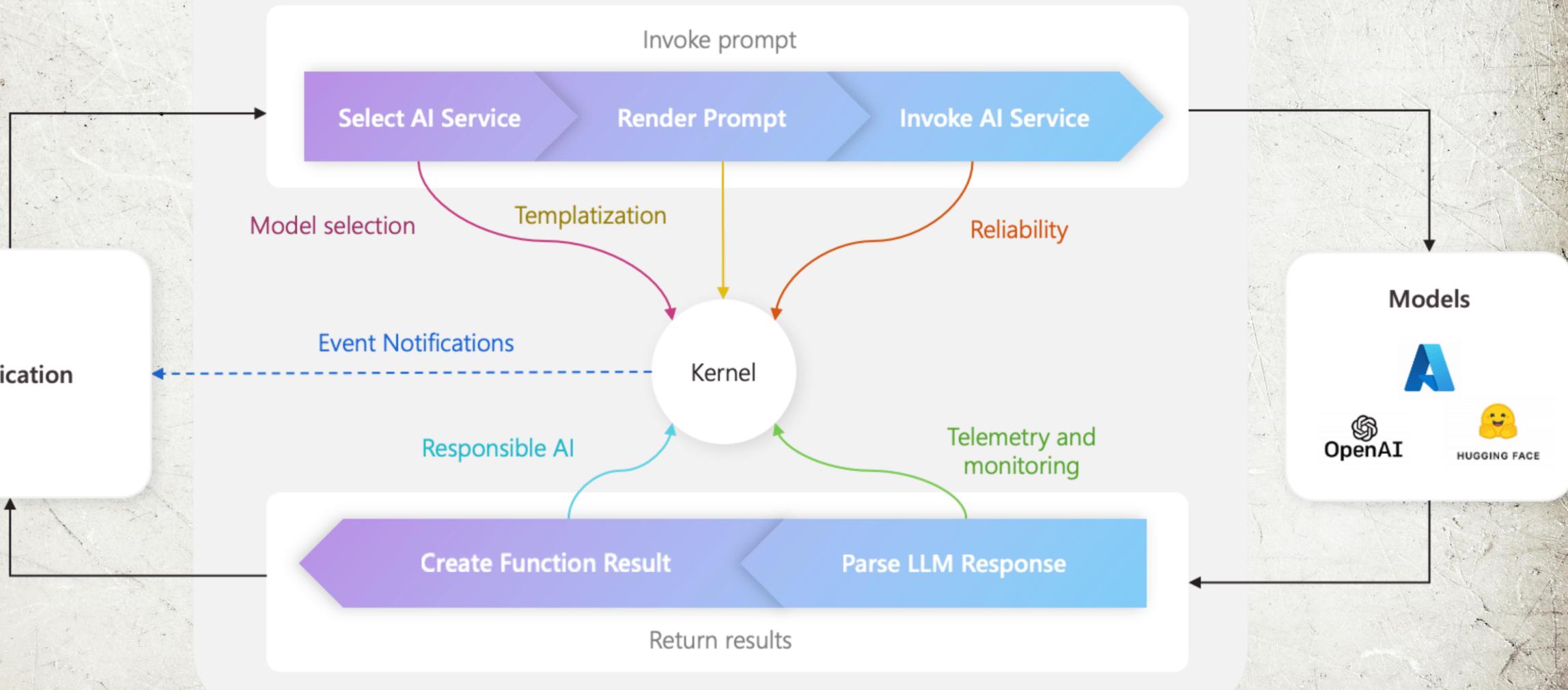


# INGREDIENTS

The rules above  
Prompt engineering  
Microsoft Semantic  
Kernel  
Ollama  
The Phi-3.5 (small)  
language model

And a dash of OpenUI

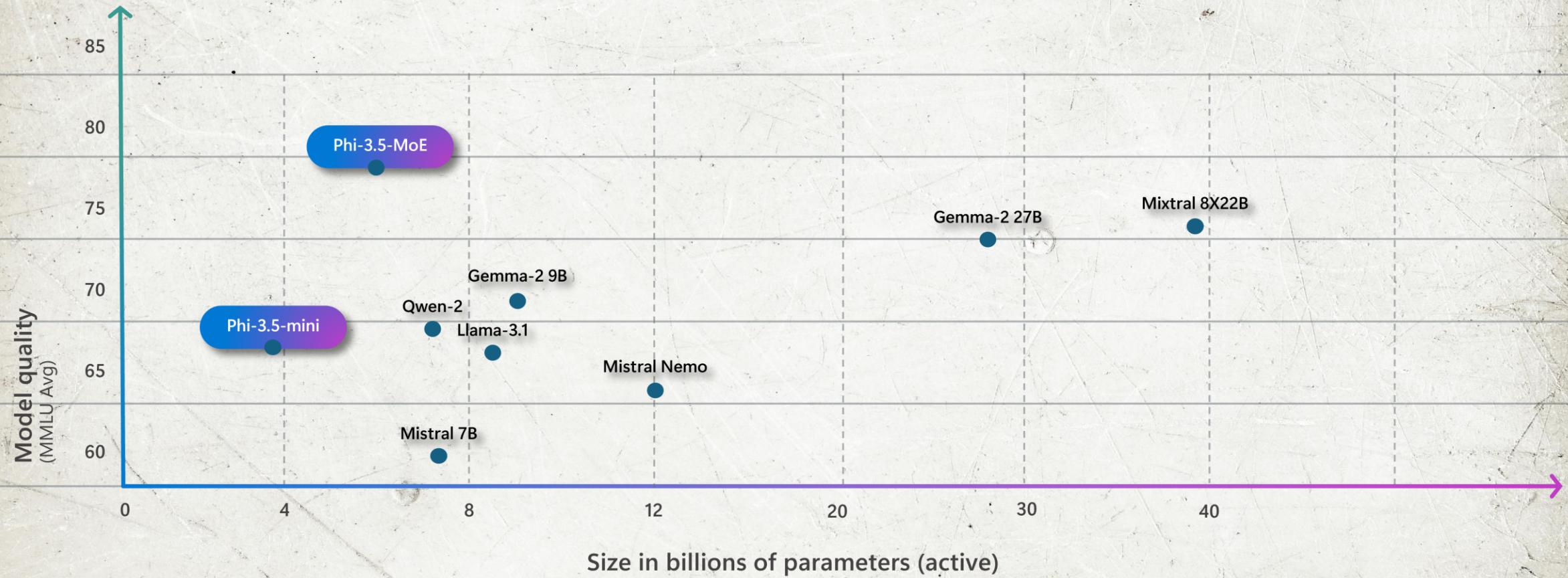
# Semantic Kernel



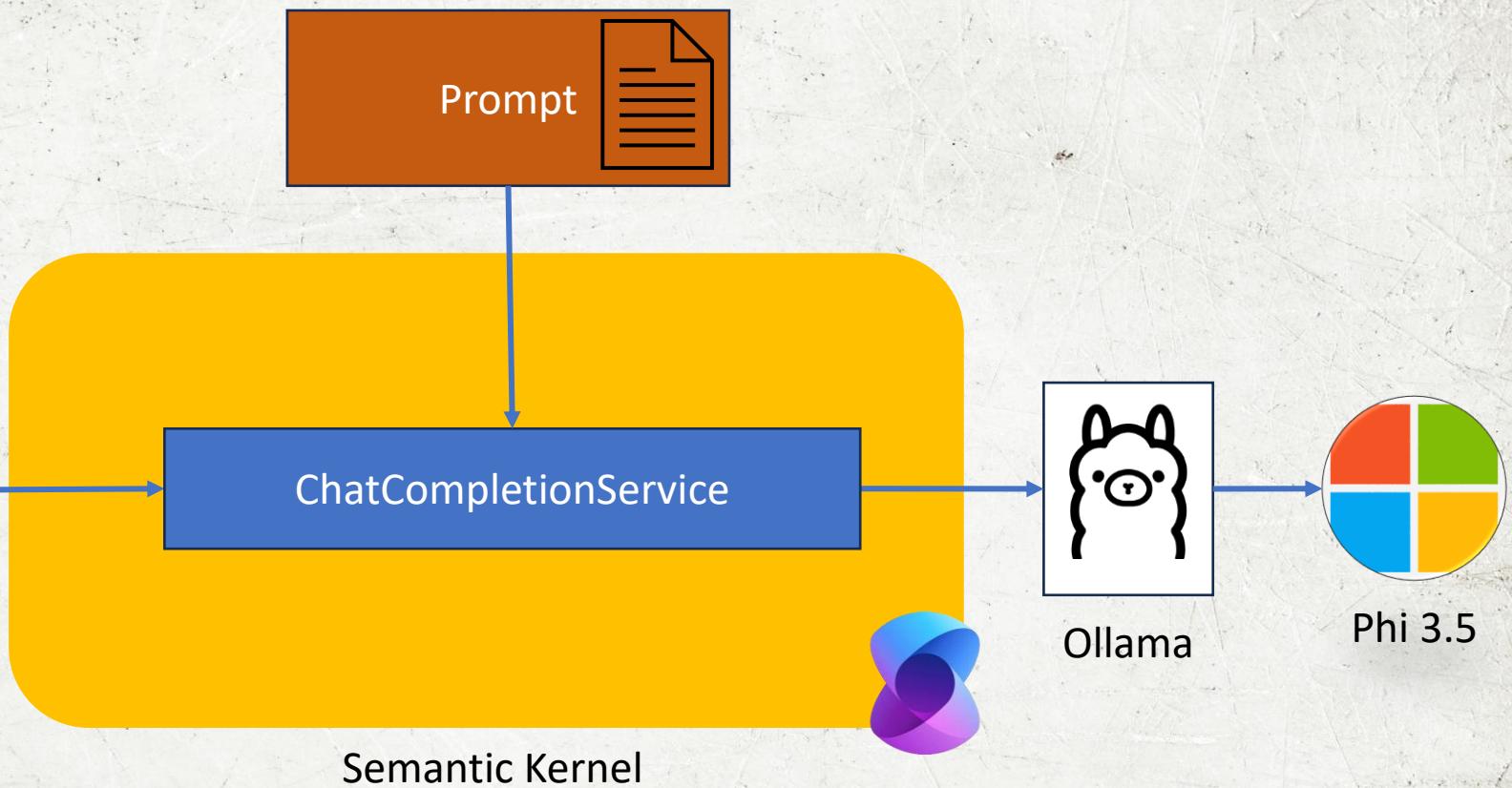
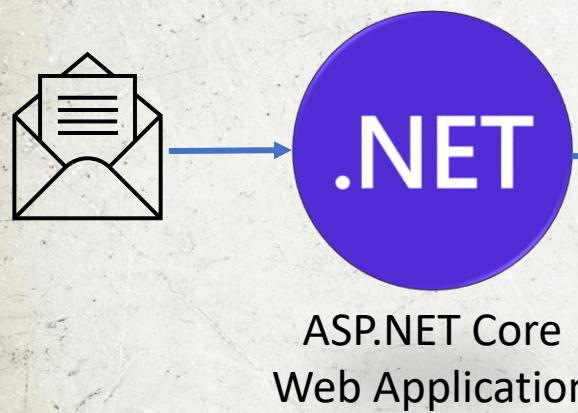


Get up and running with  
large language models,  
locally

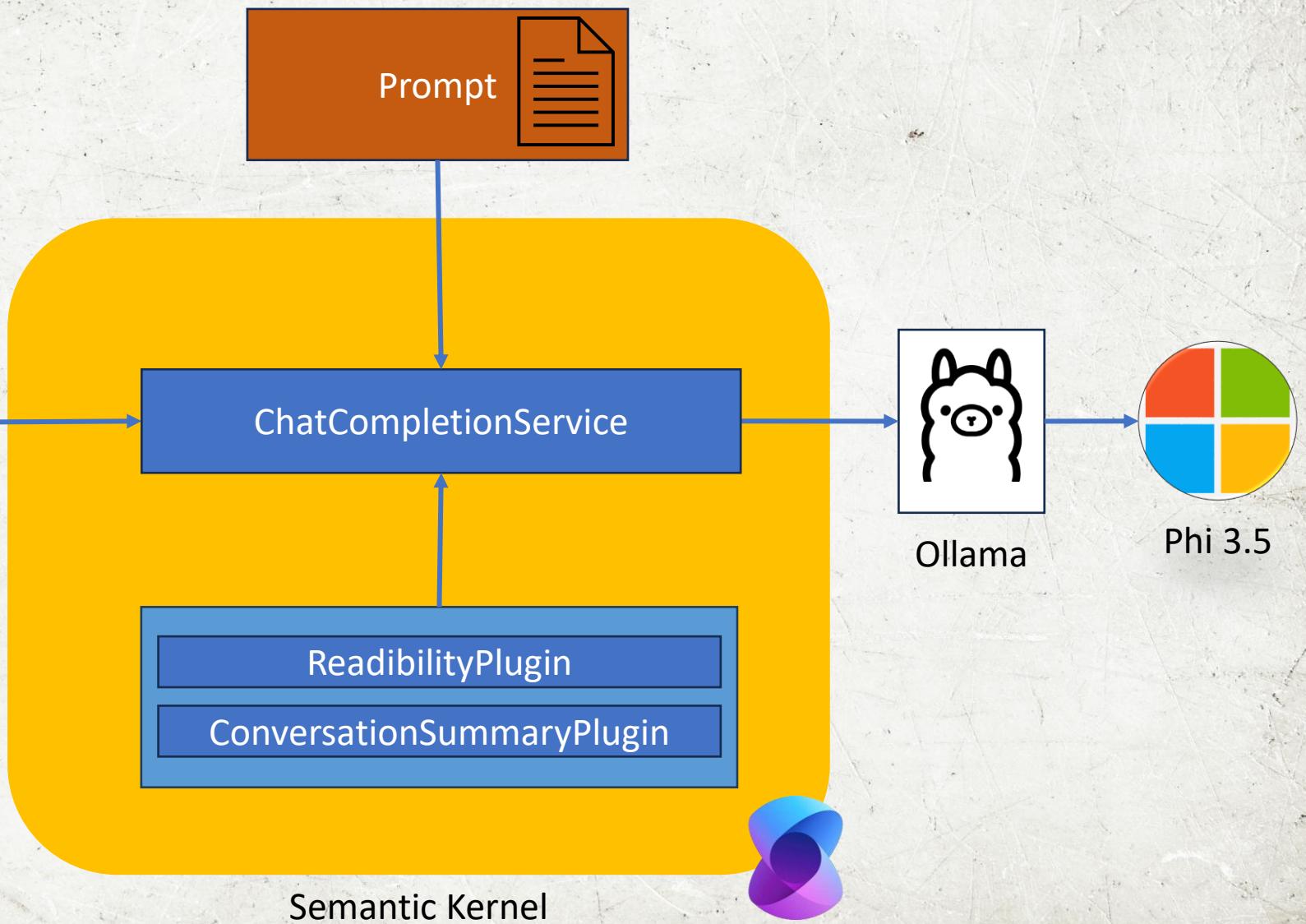
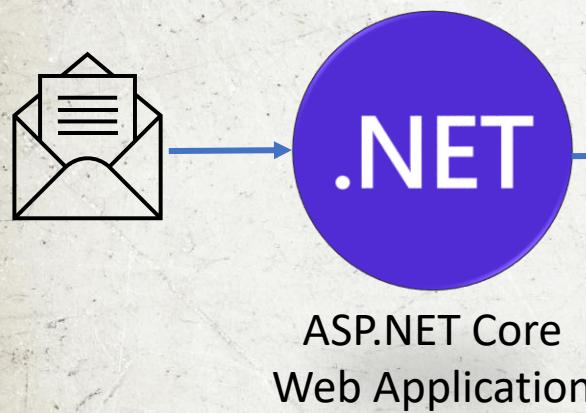
# Phi-3.5 Quality vs Size in SLM



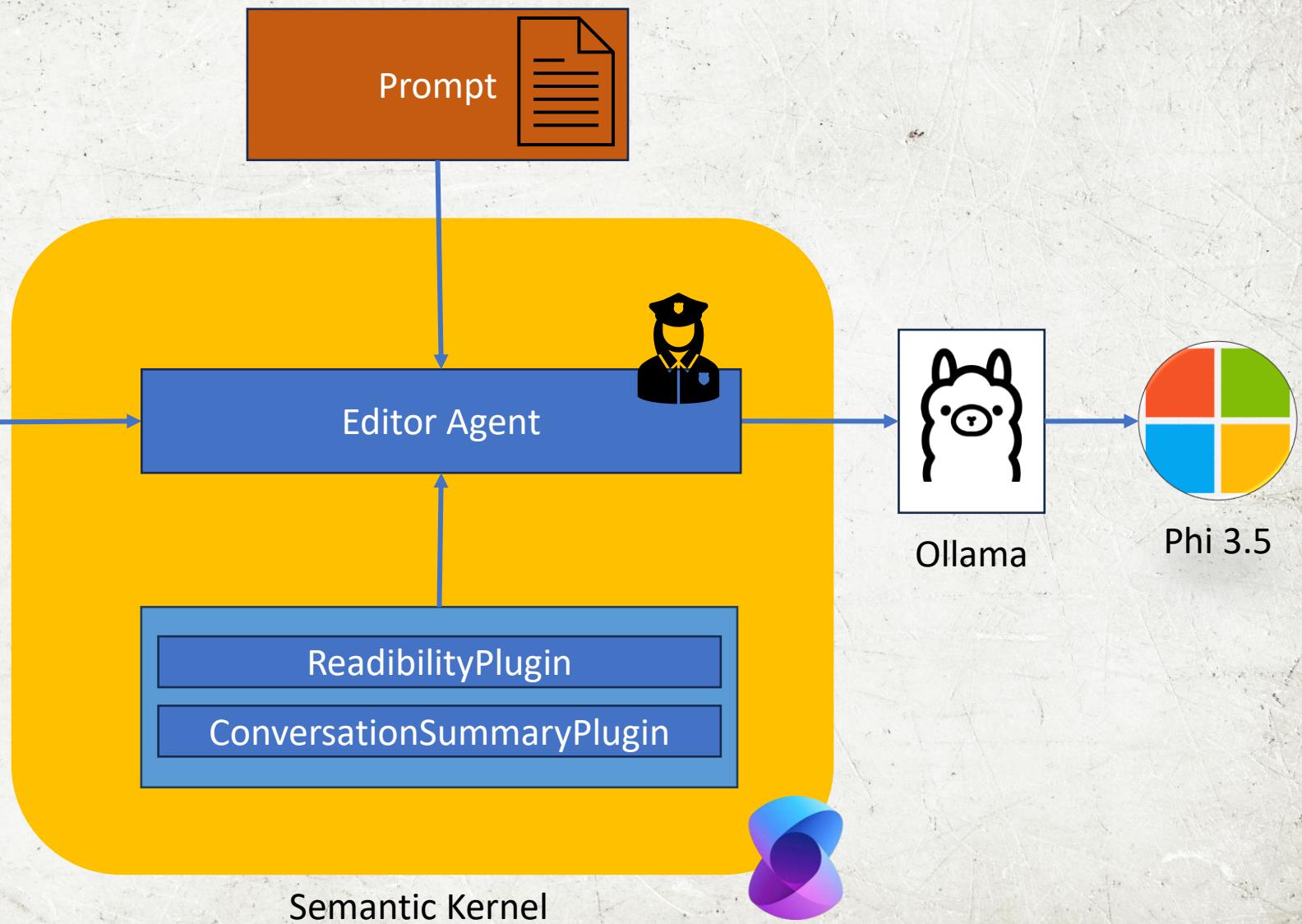
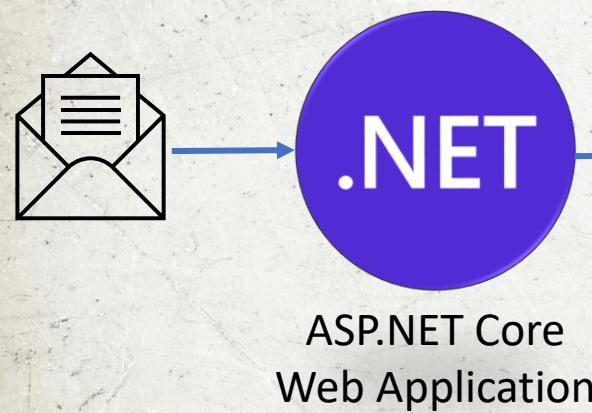
# V 0.1



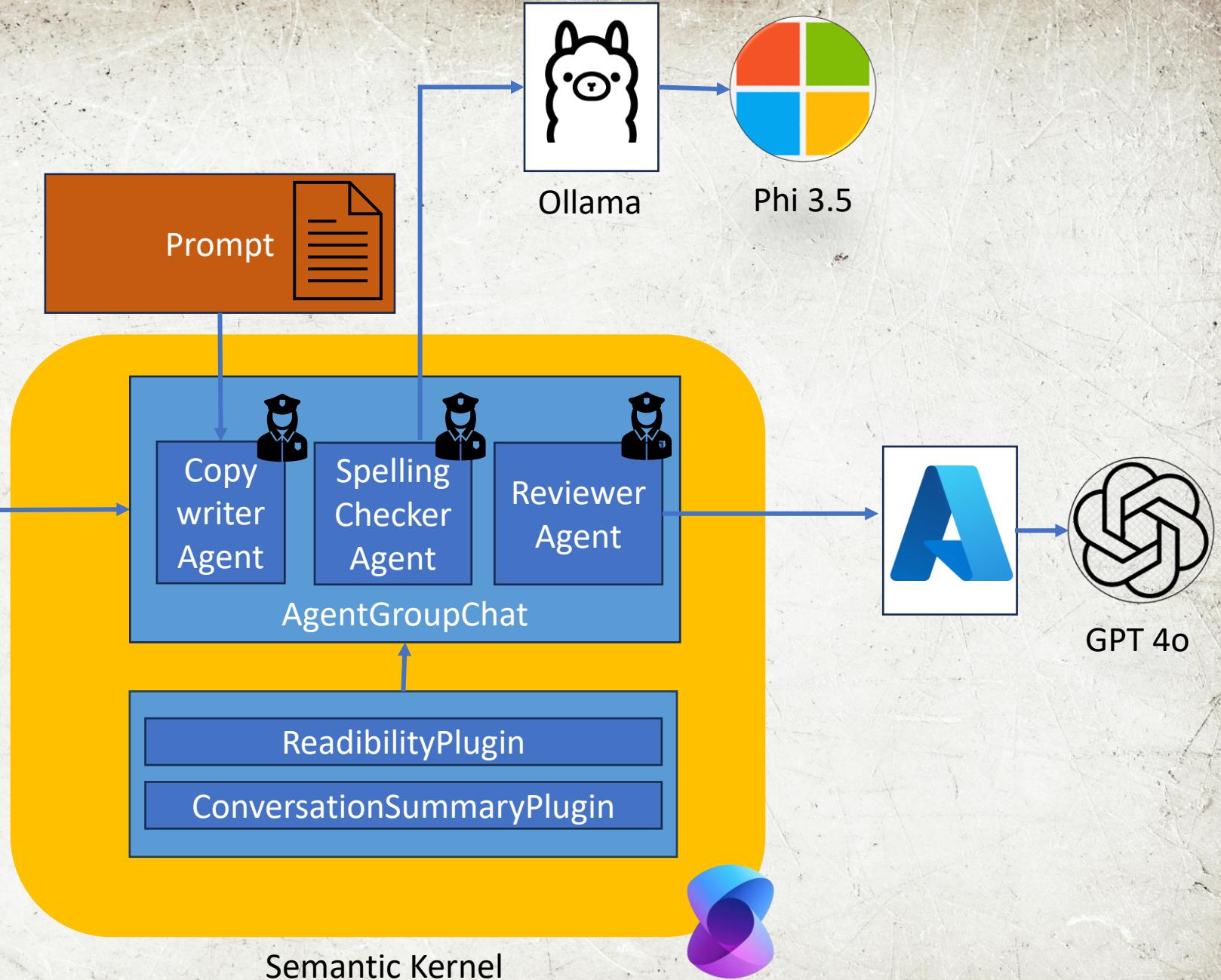
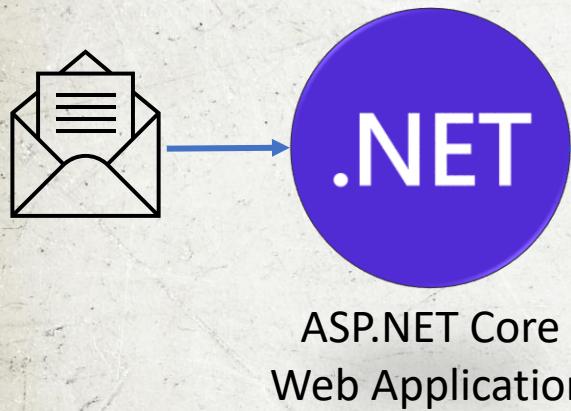
# V 0.2



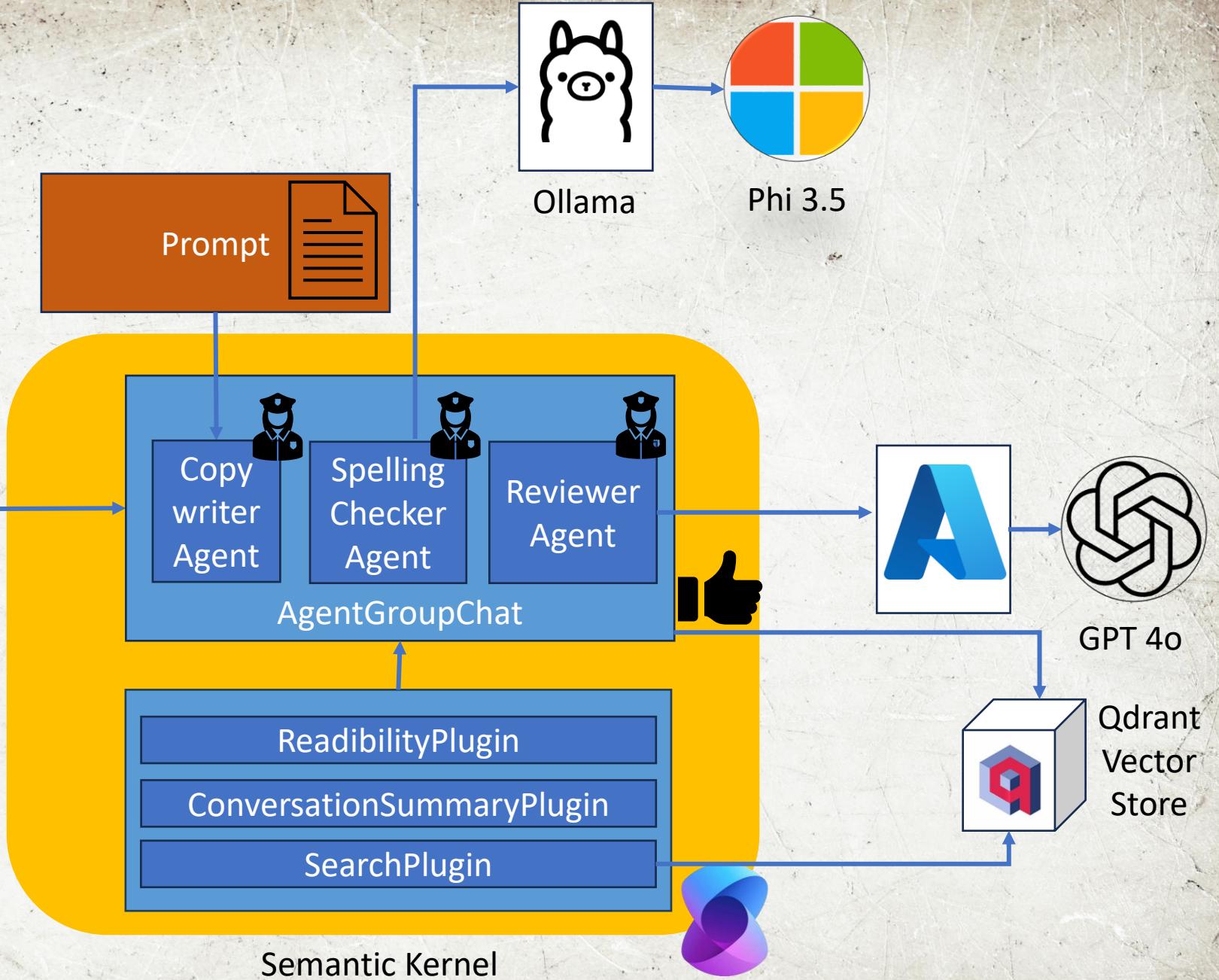
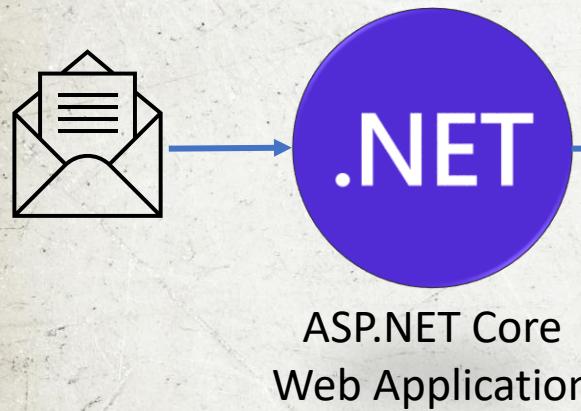
# V 0.3



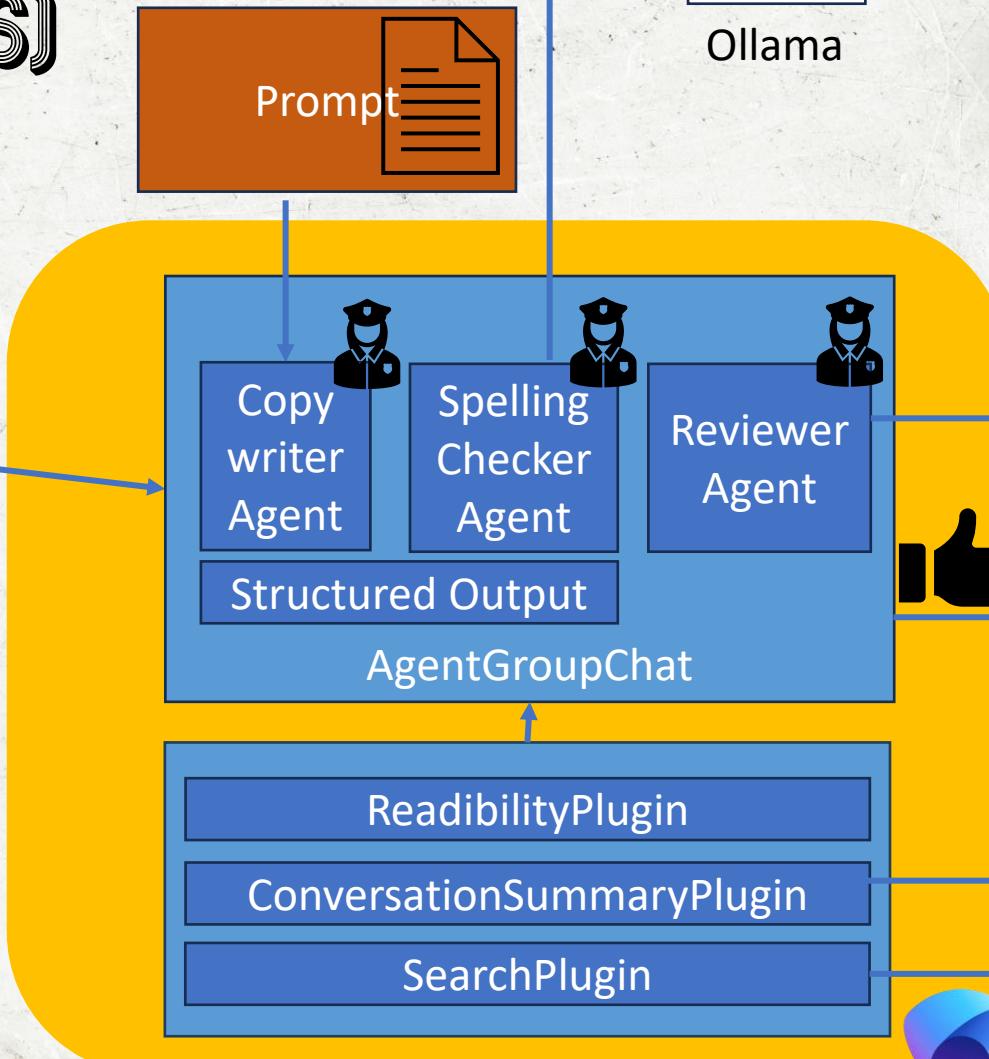
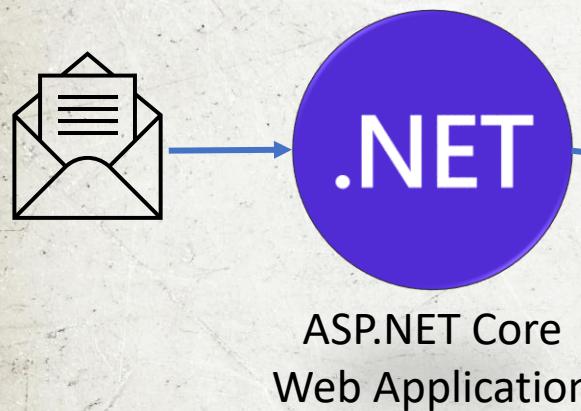
# V 0.4



# V 0.5

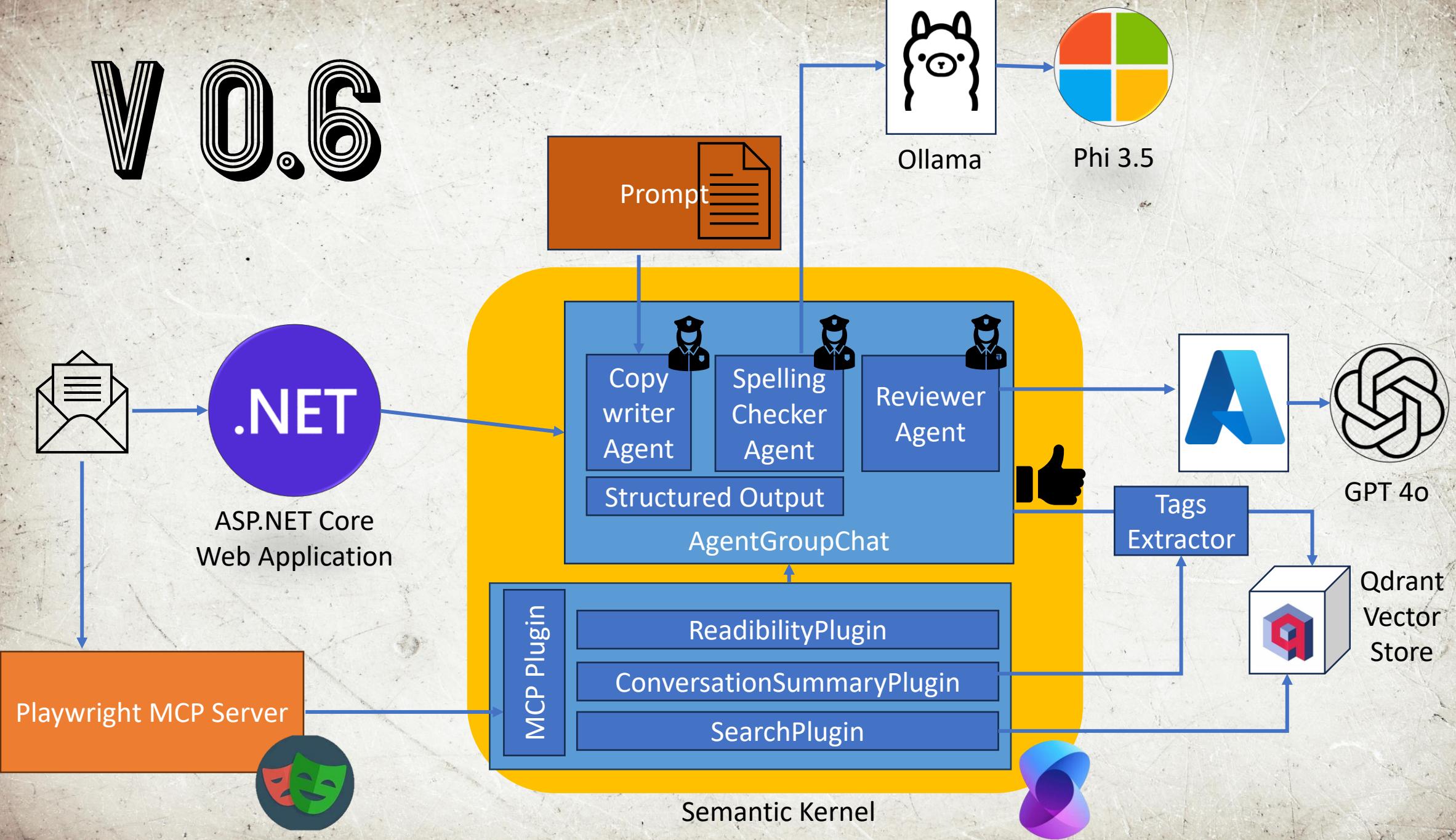


# V 0.5(BIS)



Semantic Kernel

# V 0.6



LET'S  
TASTE



# OTHER RECIPES



Menu ▾

# Writing For Busy Readers

Buy the Book

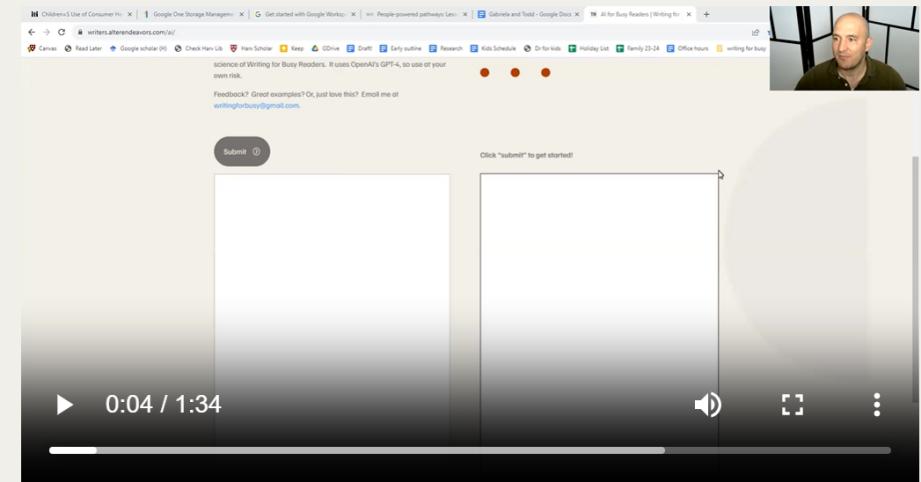
## AI for Busy Readers

This artificial intelligence tool is tailored to rewriting emails using the science of Writing for Busy Readers. It uses OpenAI's GPT-4, so use at your own risk.

Feedback? Great examples? Or, just love this? Email me at [team@writingforbusyleaders.com](mailto:team@writingforbusyleaders.com).

Submit 

Watch the video tutorial



Click "submit" to get started!

Improve Tool 



# Wabi-sabi

Designing with wabi-sabi in mind fosters a profound appreciation for the beauty of imperfection and impermanence. This philosophy encourages us to observe the world around us and see beauty in naturally occurring wear and tear, rather than aiming for flawle

● Long sentence

↗ Suggest



*Numerous designs could benefit from this approach. By focusing on what may be considered imperfections, wabi-sabi allows us to creatively engage with our surroundings.*

Jetpack



WRITE BRIEF WITH AI (BETA)

Improve your writing with AI.

9.3 Reading grade score

Show suggestions

Complex words

Long sentences

Unconfident words

AI FEEDBACK

Get feedback on content structure.

Generate feedback

OPTIMIZE PUBLISHING

Use AI to optimize key details of your post.

Improve title

The screenshot shows the Microsoft Copilot Studio Agent Builder interface. On the left, there's a vertical sidebar with icons for Home, Copilot (selected), Create, OneDrive, Pages, and Apps. The main area has a dark header with a search bar and various navigation buttons. A central section features a blue icon and the title "Writing Coach". Below it are six cards describing different writing tasks:

- Critique my writing**: Provide detailed and constructive feedback on a piece of writing.
- Change the tone of an email**: Help change the tone for an email from professional to casual.
- Translate a piece of text**: Translate text into another language.
- Learn to write instructions**: Help me write instructions to explain a complex process.
- Professional blog post**: Help write a blog post for my company.
- Write a whitepaper**: Help me write a whitepaper.

At the bottom, there's a message input field with "Message Copilot" placeholder and character count "0 / 16000", and a toolbar with icons for @, #, [ ] and >. To the right, a sidebar titled "Copilot" lists "Agents" (Visual Creator, Writing Coach - selected), "Get Copilot agents", and "Create an agent". It also has a "Chats" section.

<https://learn.microsoft.com/en-us/microsoft-365/copilot/extensibility/copilot-studio-agent-builder-build>

ChatGPT Conference Invitation Variations

Conference Invitation

Can you create some variations?

Conference Invitation Variations

Answer in chat instead >

Here are three variations: one slightly more formal, one casual and friendly, and one very direct and brief.

Let me know if you want even more options, like one that's even more playful or one that's ultra-professional!

Ask anything

ChatGPT can make mistakes. Check important info.

Variation 1: Slightly More Formal

**Subject:** Your Invitation to the Code & Comedy Conference

Dear Colleague,

I trust this message finds you well. I am writing to inquire whether you plan to attend the upcoming Code & Comedy Conference, an event that has generated considerable excitement within our professional community.

Blending the rigor of computer programming with the levity of humor, this conference offers a unique opportunity to exchange ideas, engage in stimulating discussions, and momentarily step away from the demands of our daily routines.

It would be a privilege to have your participation. Might I ask if you are considering attending? I would greatly value the chance to share this experience with you.

At your convenience, please let me know your plans.

Warm regards,  
[Your Name]

Suggest edits

<https://help.openai.com/en/articles/9930697-what-is-the-canvas-feature-in-chatgpt-and-how-do-i-use-it>



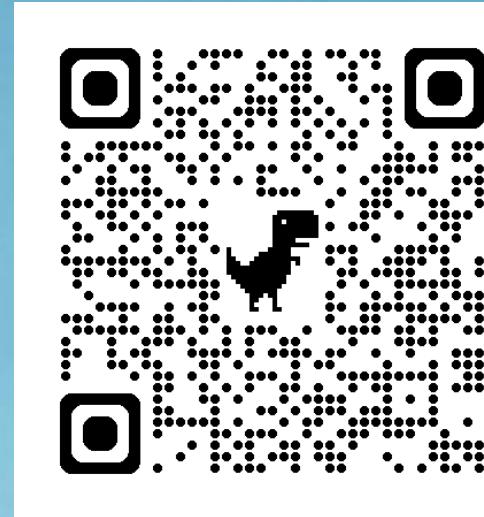
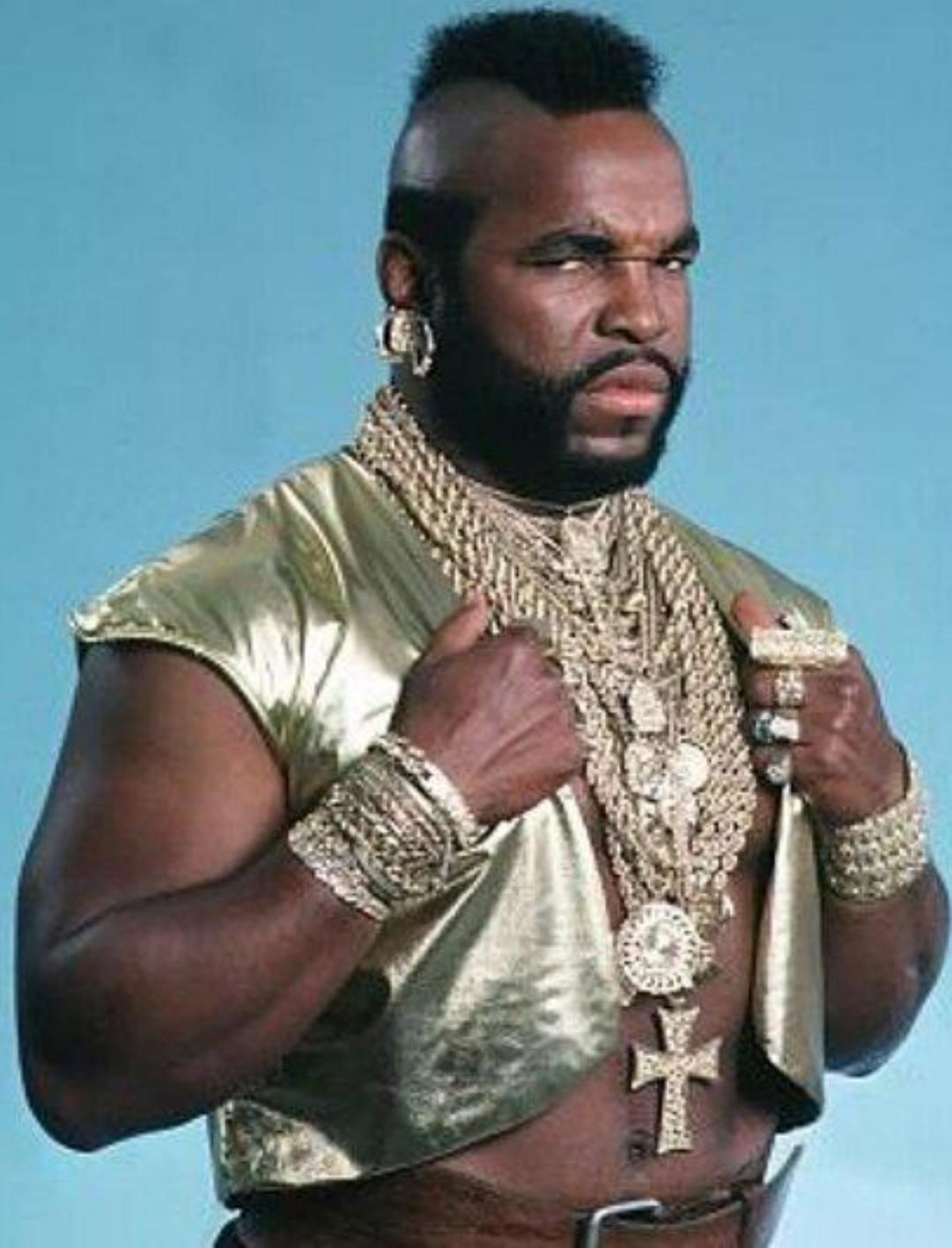
*Conclusion*





**"A FOOL WITH A TOOL  
IS STILL A FOOL"**

(Maybe) Mr. T.



<https://bartwullems.blogspot.com>

<https://github.com/wullemsb/semantickernel>

[wullemsb@gmail.com](mailto:wullemsb@gmail.com)

