



The Clarifier

“You walk into the meeting already knowing what it is actually about.”

Everyone else sees a wall of context. You see the one decision hiding in it. You are the person who turns “did anyone actually read this?” into “here is what it says and what we need to decide.”

YOUR EDGE WITH AI

This is the rare instinct AI amplifies instead of replacing. Hand AI a scattered thread and it leads with the answer, surfaces the real decision, and flags the risk nobody named. You show up calm and three steps ahead.

THE THINKER WHO SHARPENS YOU

Barbara Minto · the answer-first structure behind every brief that lands in thirty seconds.

Your blind spot

You get the context clear, then stop right before the most valuable step. A clean brief is not the win; the sharper question or decision it unlocks is. And a brief written for everyone lands with no one, so name the one reader and the one decision before you prompt.

Your first shift: Meeting Brief Builder

Use this before a meeting, handoff, or decision where the context is scattered and the point is still fuzzy.

Copy this prompt

Turn this scattered context into a brief I can use before the conversation starts. Show the real purpose, likely decision, unnamed risk, and one useful question.