STRATA MIND LABS

What I Know This Week

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Brief it. Check it. Call back.

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WORK SMARTER

Brief it like a sharp new hire

Purpose, audience, limits, format.

Four lines before you hit enter.

WORK SMARTER

Say what to do, not what to avoid

Read the first answer as a draft.

Correct it once.

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TOOLS WORTH KNOWING

Memory is not the job file

Open your AI's memory settings.

Read it. Fix what is wrong.

TOOLS WORTH KNOWING

Hand over the paperwork on purpose

Price list, policy, last email.

Keep it in a folder, not in memory.

MONEY AND RISK

A familiar voice is not proof

Scammers can clone a voice from a short clip.

Hang up. Call back on a number you know.

MONEY AND RISK

One rule for your bills

Any request to move money gets a callback.

Use the number already on file.

BUILT THIS WEEK

A practice company

A made-up shop with fake emails, prices and invoices.

Test on pretend data before real customers.

PLAN TO TRY NEXT WEEK

Write the number down

Time one task by hand three times.

Write what good looks like, with a number.

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YOUR MOVE

Reach out. Try it. Pass it on.

Who can approve moving money in your shop?

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