

Presentation Workspace Template

This Google Doc serves as a complete workspace for developing your presentation. It is divided into two key sections to help manage the content creation process and track the use of AI tools.

A) Final Outline

This section is where you will build the core structure and narrative of your presentation.

Presentation Essentials

Element	Description/Placeholder
Title	[Insert Presentation Title Here]
Audience + Goal	Who is the primary audience, and what is the single most important action or understanding you want them to leave with?
Key Message	What is the single, memorable takeaway statement of the entire presentation?

Outline

Use the headings below to structure your presentation flow.

H1: Introduction (5 minutes)

- H2: Hook and Context
- H2: Agenda/Roadmap

H1: Main Section 1: [Topic Title] (10 minutes)

- H2: Supporting Point 1
- H2: Supporting Point 2
- H2: Case Study/Example

H1: Main Section 2: [Topic Title] (10 minutes)

- H2: Data Point A

- H2: Data Point B
- H2: Counter-argument/Challenge

H1: Conclusion & Call to Action (5 minutes)

- H2: Summary of Key Messages
- H2: Next Steps/Call to Action

Slides Notes

- **Slide 1 (Title):** Focus on a strong visual. *Speaker notes:* Welcome everyone...
- **Slide 2 (Agenda):** Keep it brief, just 3-4 main points. *Speaker notes:* Over the next 30 minutes, we will cover...
- **Slide 3 (Point 1):** Use a compelling statistic. *Speaker notes:* This statistic is crucial because...
- **Slide 4 (Case Study):** Image of 📄 File. *Speaker notes:* Note the shift in Q3 after implementing X.
- **[Add more slide notes as needed]**

Final Script (Optional)

This section is for a fully written-out script, helpful for dry runs and asynchronous recordings.

[Insert Full Script Here or delete this section if not needed]

B) AI Breadcrumbs

This table is for logging every instance where generative AI tools (like ChatGPT, Claude, or Gemini) were used in the creation of this presentation. This helps with tracking version history, intellectual property, and efficiency.

Date	What you used AI for	Tool	Link	1-line note
📅 Date	Drafted 3 potential titles	Gemini	[Link to Chat/Prompt]	Generated creative titles and helped select the most impactful one.
📅 Date	Summarized a research paper	[Tool]	[Link to Chat/Prompt]	Used to quickly extract the core findings of 📄 File for Section 2.

Date	What you used AI for	Tool	Link	1-line note
Date	Refined the Call to Action language	[Tool]	[Link to Chat/Prompt]	Provided stronger, more actionable verbs for the final slide.
Date	Created a sample metaphor for the Introduction	[Tool]	[Link to Chat/Prompt]	Developed a relatable analogy for the audience to grasp the main concept.
Date				