



AI QUICK START GUIDE

FOR CORPORATE HOUSING PROFESSIONALS



USE AI FOR

- Improve emails & communications
- Summarize meetings & notes
- Create SOPs & checklists
- Brainstorm marketing ideas
- Organize research & compare options
- Prepare client or guest follow-ups
- Draft internal communications

AI IS YOUR ASSISTANT,
NOT YOUR REPLACEMENT.



DON'T USE AI FOR

- Legal, tax or accounting advice
- Emergency or safety-related decisions
- Guest payment or banking information
- Contracts or commitments without review
- Access codes, passwords or door codes
- Sensitive, personal or confidential data
- Information you cannot verify yourself

THE FORMULA FOR GREAT PROMPTS

1 ROLE



Who should AI act as?

Ex: "Act as a Corporate Housing Operations Manager."

2 TASK



What do you want AI to do?

Ex: "Create a guest welcome email."

3 CONTEXT



Provide background information

Ex: "For relocation guests staying 90+ nights in furnished apartments."

4 FORMAT



How should AI format the output?

Ex: "Email under 250 words with bullet points."

BETTER PROMPT EXAMPLE

✗ WEAK PROMPT
Write a welcome email.

✓ BETTER PROMPT
Act as a Corporate Housing Services Manager. Write a welcome email for a relocation guest arriving next week. Include parking instructions, Wi-Fi information and check-in instructions. Keep it professional and under 250 words.

BEFORE YOU CLICK GENERATE

- ☒ Is this an appropriate task for AI?
- ☒ Have I removed confidential information?
- ☒ Am I using an approved AI tool?
- ☒ Have I provided enough context?
- ☒ Can I verify the results?

IMPROVE EVERY RESPONSE

If the first answer isn't perfect, try a follow up prompt.



Make it shorter.



What assumptions are you making?



What information is missing?



Give me three alternatives.

PROTECT COMPANY & CLIENT INFORMATION

INTERNAL



For internal use within the organization.

CONFIDENTIAL



Requires authorization and specific protections.

HIGHLY RESTRICTED



Do NOT enter in general-purpose AI tools.

ALWAYS VERIFY



Names



Dates



Addresses



Rates



Calculations



Policies



Laws & Regulations



Contract Language



Citations



Market Information



AI Assumptions

CHOOSE THE RIGHT TOOL FOR THE JOB



Brainstorm & Draft

ChatGPT
Claude
Gemini



Outlook, Teams, Word, Excel

Microsoft Copilot



Gmail, Docs, Sheets

Gemini



Meeting Summaries

Meeting AI Tools



Design & Presentations

Canva AI

THE PROMPT LIBRARY WORKFLOW



Choose a Prompt



Customize It



Generate



Review



Edit



Use with Confidence