No. 125

AI TOOLKIT SERIES · THE METHOD

Stay Informed

Keep up with the topics you care about, without drowning in the feed, with AI.

Ten prompts to pick your sources, filter the noise, grasp what matters and turn it into action.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, tools like Google Alerts, Perplexity, Feedly or your assistant can track a topic, summarize the news and filter the noise. Three cues before you organize your watch with AI.

1. **AI speeds up your watch, but does not guarantee the truth.**
   It summarizes fast and casts a wide net, yet it can be wrong or make things up. Cross-check anything important with a trusted source before believing or sharing it.

2. **Better to follow few topics, but the right ones.**
   A useful watch fits in three or four clear topics. Too broad and you drown; too many sources and you quit. Start small, adjust later.

3. **A watch only pays off if it ends in action.**
   Reading without ever acting wastes time. Each week, pull one decision, idea or contact from your watch, or trim it down.

Good reflex: book a short, regular slot with your watch, ten minutes, instead of scrolling the news all day long.

THE METHOD

The Method

Five moves, ten prompts ready to copy. Frame, capture, understand, digest and act, step by step.

1 **Frame**
01 The Watch Map · 02 The Right Sources

2 **Capture**
03 The Daily Digest · 04 The Noise Filter

3 **Understand**
05 The Plain Explainer · 06 The Cross-Check

4 **Digest**
07 The Weekly Brief · 08 The Spotted Trend

5 **Act**
09 The Action Pulled · 10 The Watch Kept Up

THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · FRAME

The Watch Map

PROMPT TO COPY

```
Role: you are an information-monitoring expert.
Context: I want to stay informed on [my field or topics],
without spending hours on it.
Task: help me frame my watch before I start searching.
Format: 3 or 4 priority topics, 2 questions to track per
topic, and the right rhythm (daily or weekly).
```

WHAT YOU GET

A focused watch from the start, instead of tracking everything. You know what to monitor and how often.

PROMPT 02 · FRAME

The Right Sources

PROMPT TO COPY

```
Role: you are a research librarian.
Context: I want to follow [a topic] from reliable sources, not rumors.
Task: suggest where to get informed and how to judge a source.
Format: 5 to 8 serious, varied sources, 3 signs of a shaky source, and one alert to set up.
```

WHAT YOU GET

A solid source list and a critical eye. You start from a reliable base, not the first link you find.

PROMPT 03 · CAPTURE

The Daily Digest

PROMPT TO COPY

```
Role: you are a watch assistant.
Context: here is a long article or page on [a topic]:
[paste the text or link].
Task: summarize it for someone in a hurry.
Format: 5 key points, why it matters in one line, and what
to check elsewhere.
```

WHAT YOU GET

The core of a long article in seconds. You decide to dig in or move on, without reading it all.

PROMPT 04 · CAPTURE

The Noise Filter

PROMPT TO COPY

```
Role: you are an information filter.
Context: here is a list of today's headlines or
notifications: [paste them].
Task: keep only what truly matters for [my topics].
Format: read now, keep for later, ignore, with a short
reason for each.
```

WHAT YOU GET

The day's flood sorted into three clean piles. You read the little that counts and let the rest go.

PROMPT 05 · UNDERSTAND

The Plain Explainer

PROMPT TO COPY

```
Role: you are a plain-speaking journalist.
Context: this news is a bit over my head: [paste it]. I do
not know the background.
Task: explain it to me simply, no jargon.
Format: what it is about, why now, who is affected, and
what it changes for me.
```

WHAT YOU GET

A complex story finally clear, back in context. You understand instead of just enduring the headlines.

PROMPT 06 · UNDERSTAND

The Cross-Check

PROMPT TO COPY

```
Role: you are a fact-checker.
Context: I read that [claim] in [a source]. I want to know
if it holds up.
Task: help me step back before I share it.
Format: what is established, what is uncertain, and 2
questions to verify with another source.
```

WHAT YOU GET

A pause for caution before you pass it on. You separate the verified fact from the rumor going around.

PROMPT 07 · DIGEST

The Weekly Brief

PROMPT TO COPY

```
Role: you are my synthesis assistant.
Context: here is what I noted this week on [my topics]:
[paste the notes or links].
Task: turn it into a short, readable brief.
Format: 5 standout facts, 1 key figure, and what I should
watch next week.
```

WHAT YOU GET

Your week of news at a glance. Easy to reread, file, or share with a colleague.

PROMPT 08 · DIGEST

The Spotted Trend

PROMPT TO COPY

```
Role: you are a trends analyst.
Context: here are several recent items on [a field]: [paste them].
Task: tell me the underlying trend I am not seeing.
Format: the trend in one sentence, 3 signs that confirm it, and one opportunity for me to seize.
```

WHAT YOU GET

The thread behind scattered news. You see the shift coming instead of being caught by it.

PROMPT 09 · ACT

The Action Pulled

PROMPT TO COPY

Role: you are an advisor.
Context: this piece of news concerns me: [paste it]. I am [my role or activity].
Task: help me turn it into a concrete action.
Format: what it changes for me, one action to take this week, and who to talk to about it.

WHAT YOU GET

News that becomes a useful move, not just a read. Your watch finally starts to pay off.

PROMPT 10 · ACT

The Watch Kept Up

PROMPT TO COPY

```
Role: you are an organizing assistant.
Context: my watch has been running for a few weeks on [my topics], some sources no longer help.
Task: help me take stock and trim it down.
Format: sources to keep, to cut, topics to add, and the rhythm to adjust so it lasts.
```

WHAT YOU GET

A watch that stays light and alive. You keep what serves you and cut what clutters.

No. 125

YOUR TURN

The Right Signal

You now know how to organize your watch end to end: frame your topics, choose your sources, capture the essentials, understand, digest and pull actions from it. Ten prompts, one recipe to reuse.

Follow few topics but the right ones, cross-check before you share, and always end with an action.

Join the SYSTINFO community to get a card like this one every day.

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