

One source. A few good uses.

Content repurposing worksheet

Turn one useful source into several pieces, each with a reason to exist.

WORKED EXAMPLE / FICTIONAL PRACTICE BRIEF

A workshop note says: "Our team loses track of decisions when meeting notes have no owner. We now record the decision, the person responsible and the due date. We have not measured whether this saves time."

Supported point	A named team describes a problem with decision ownership and a three-field note format. No time-saving result is established.
Short post	Introduce the problem: a decision in the notes still needs someone responsible for it. Offer the three fields as a practice to try.
Document post	Show a blank decision record, then a clearly fictional filled example. Explain each field and include a follow-up check.
Internal email	Ask the team to try the format in the next meeting. Link to the shared template, if that destination exists and is approved.
Leave out	"Save hours every week," invented employee quotes, and claims that every team has the same problem.
Review	Check the wording against the source note, confirm permission to share it and label the invented demonstration.

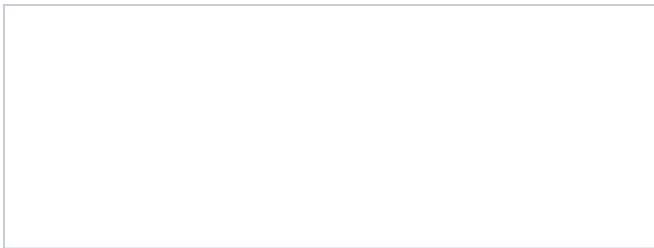
Continue to the worksheet. Type in the fields or print and write by hand.

Your turn.

Use short notes here. Use the editable text template if you need more space.

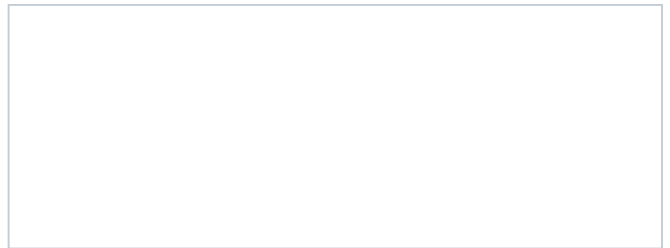
Source and permission

Title, date, location, owner and approval to use.



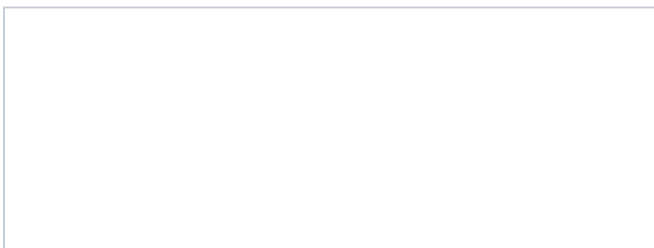
Useful points

Claim, source location, supporting example and limitation.



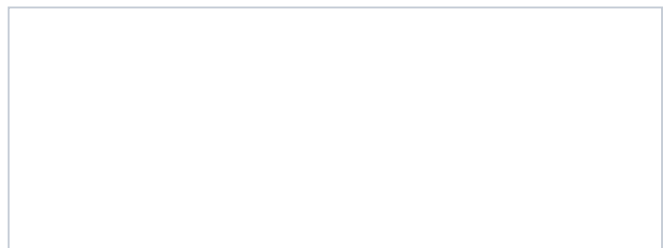
Reader and job

What will this piece help this reader understand or do?



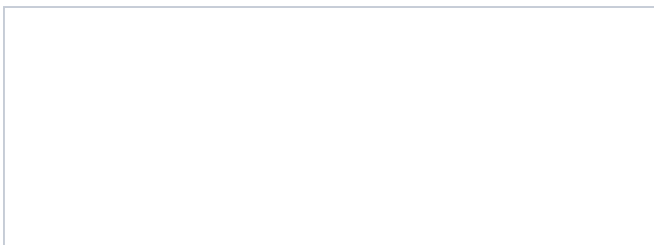
Format and outline

Channel, main point, opening, sequence and ending.



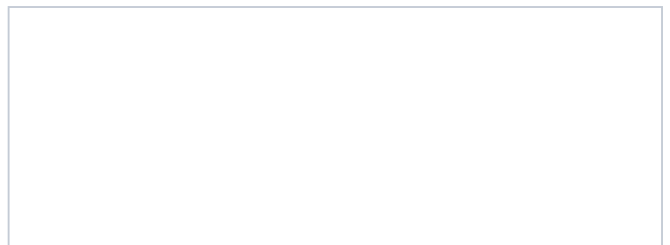
Source and factual checks

Quotes, scope, dates, unknowns and reviewer.



Next step and follow-up

Real destination, owner, date and feedback to check.



Save a copy after filling. Check that your PDF reader has kept your answers.

Before you use it.

- ☐ Does each piece serve a distinct reader need?
- ☐ Can every factual statement be traced to the source?
- ☐ Have quotes, caveats and dates kept their meaning?
- ☐ Are the destinations real and the permissions confirmed?

Use the AI skill

Download the matching skill ZIP from this resource's page. Unzip it and follow your assistant's instructions for adding a skill folder. If it does not support skills, paste the SKILL.md text into a chat before your request.

Bring: An approved source, audience, available channels and the number or type of outputs you need.

Use the content repurposing skill. Propose a small set of useful pieces from this source. Give each a distinct job and trace its claims to the source. Do not invent results or quotes.

Source:

Audience:

Channels or formats:

Outputs needed:

Permission and constraints:

The skill is a set of instructions, not an automatic publishing tool. Use material you are allowed to share and check the draft against your sources.

Free to download and adapt for your own work. The example is fictional. The PDF, editable text, AI skill and full guide are available together on the resource page.