Turn a source into a slide plan

A slide plan can be a list of titles and key points. Add exact wording, speaker notes and layout cues wherever you want more control.

1 Set the brief

Name the audience, what they should take away and the time available. Will they hear you speak or read the deck on their own?

2 Decide who sets the breaks

If you marked the breaks, ask AI to keep them. Otherwise, ask it to read the whole source, group ideas by takeaway and suggest a sequence. Starting from an idea? Write working titles and bullets, or ask AI to interview you.

3 Decide what goes on screen

For a talk, show the point and the evidence people need to see. Put the explanation in speaker notes. For a reading deck, keep enough explanation on each slide for the reader to follow it.

4 Review before building

Check the plan against the source. Keep essential qualifications, attribution and licence notices. Ask what was shortened, combined or left out. If a slide feels crowded, decide whether to split it or move detail to notes.

A prompt to adapt

Plan a deck for [audience] to help them [purpose]. I have [time]. Keep any slide breaks I marked. For each slide give me a title, visible points and any speaker notes. Flag important omissions. Wait for my edits before building.