Scrhoz

How to use Scrhoz templates

Free from Scrhoz

A short guide that applies to every template.

Each Scrhoz template is a free, editable document. You can fill it in yourself, or use the AI prompt that comes with it to draft it from your own notes. This guide covers what is the same for every template. Anything particular to one template is on that template's page.

What you get

- An editable Word version you can fill in and keep.
- A Google Docs version. Open the link and choose File, then Make a copy, to get your own.
- A print-ready PDF.
- An AI prompt to help you fill it in. It is on the template's page, as text you can copy.

Three ways to use a template

Pick whichever suits you. They all end up with the same document.

By hand

Print the PDF and write in it. Nothing else is needed.

On screen

Open the Word file, or your Google Docs copy, and type straight into it. Delete anything you do not need and change what you want. It is your copy.

With the AI prompt

The AI drafts the template from a few notes you give it. The steps are below.

Using the AI prompt, step by step

1. Open the AI chat you normally use.
2. Copy the prompt from the template's page and paste it in.
3. Replace the bracketed note in the prompt with your own details, in plain words. A few sentences is enough.
4. Send it. If the AI asks questions, answer them. It asks when something important is missing.
5. Copy the result into the template, then check it (see below).

For example, a note for a meeting agenda might read: "Weekly team check-in, 30 minutes, five people. We need to agree the launch date and who covers the holiday rota." The AI fills in what it can and leaves the rest blank for you.

Before you paste anything in

Keep private details out of the AI chat. Leave out account numbers, passwords, full addresses, and health or other sensitive information. Use a placeholder such as [NAME] or [ACCOUNT NUMBER] and add the real detail in your own copy afterwards.

Check the result

AI can get things wrong, so read what it gives you before you use it.

- Check every name, date, amount and reference number against your own records.
- A blank box means you did not tell it that detail. Fill it in yourself.
- The prompts ask the AI to leave blanks rather than guess, and to say what it is unsure of. It can still slip, so do not rely on that alone.
- Templates are general. They are not legal, medical or financial advice. Where a decision matters, check with someone qualified.

Making it your own

Change the wording, the order and the layout. Add rows, delete rows, and use your own fonts. A template is a starting point.

Using and sharing

Templates are free for your own use. Please do not resell or redistribute them. If someone else would find one useful, send them to scrhoz.com/templates so they get the latest version.

Free from Scrhoz. Want more simple, useful tools like this? Join the newsletter.