



AI POWER HOUR • WEEK 1

Getting Started with NotebookLM

Your private AI research assistant — grounded in YOUR documents.

Sampreeth Avvari • Hybridge • May 20, 2026

Session 1 of the Weekly AI Series • ~30 min + Office Hours



Knowledge workers spend

2.5 hours a day

reading, searching, and re-explaining documents.



That's what we're about to fix.

McKinsey, Microsoft Work Trend Index, multiple 2024–2026 studies

Why we're doing this



Move faster

Cut the time spent reading, searching, and re-explaining documents.



Think clearer

Turn dense files, policies, and reports into instant briefings and insights.



Stay safe

Learn the right tools, the right way — with privacy and compliance built in.

One hour a week. One tool. One new capability you can use Monday morning.

What we'll cover today

01

The Shift

Why AI is fundamentally different now

02

Meet NotebookLM

What it is and what makes it special

03

What you feed it

Sources, limits, what NOT to upload

04

What you get back

Studio outputs — your AI superpowers

05

For your team

Team-specific use cases + sample prompts

06

Live demos

Pre-built notebook + one we build together

07

Mastery

Prompting, power moves, and common mistakes

08

Doing it right

Pricing, decision tree, Hybridge AI principles

09

Your path forward

Homework, 30/60/90 plan, office hours

01

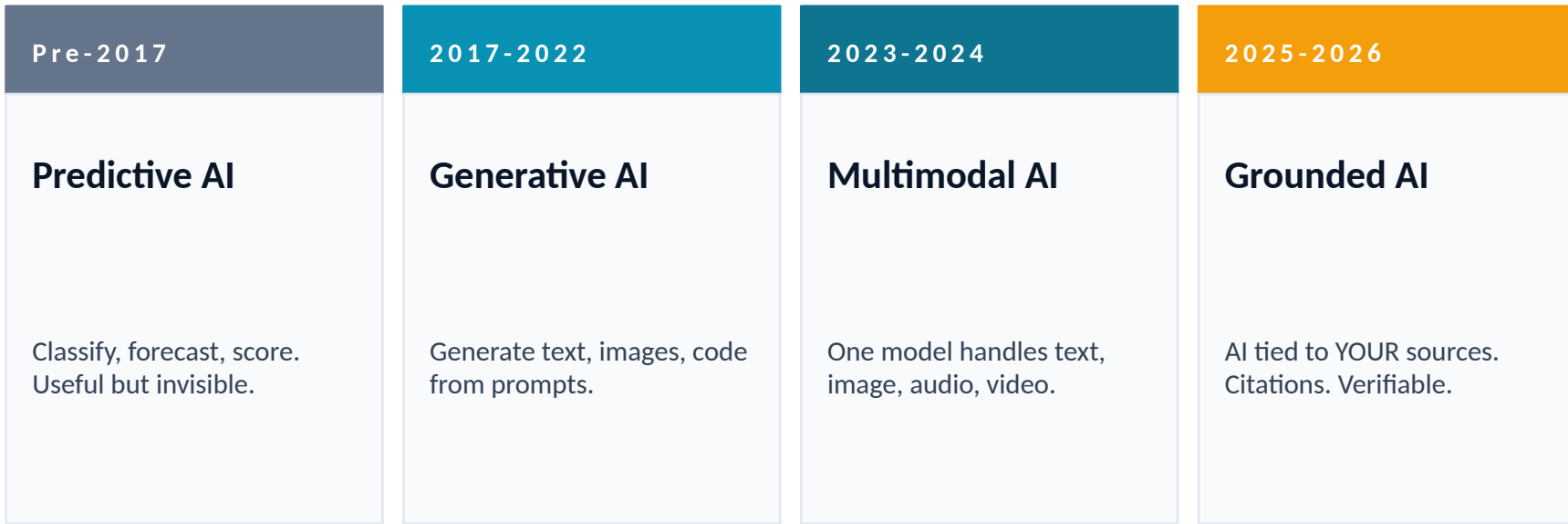
PART

The Shift

AI evolved from analyzing the past to creating the future. Here's what changed — and why it matters.



How AI evolved



NotebookLM lives here →

The 4 AI superpowers

01

CREATE

Generate drafts, designs, code from a prompt.

ChatGPT, Gemini, Claude

02

SUMMARIZE

Condense long docs, calls, threads into key points.

NotebookLM

NotebookLM, meeting AIs

03

DISCOVER

Find answers buried in piles of unstructured information.

NotebookLM

NotebookLM, Glean, Notion AI

04

AUTOMATE

Move work between tools without you doing it manually.

Zapier AI, Make, Workflows

02

PART

Meet NotebookLM

A private AI research assistant from Google — built to chat with YOUR documents, not the open internet.



The big idea

A private AI research assistant from Google.

Upload your sources — PDFs, Docs, web pages, audio, video — and NotebookLM lets you ask questions, generate summaries, briefings, study guides, mind maps, even podcast-style audio overviews.

Powered by Google's Gemini models — but ALWAYS grounded in YOUR sources.

Free

to start with any Google account

100

sources per notebook

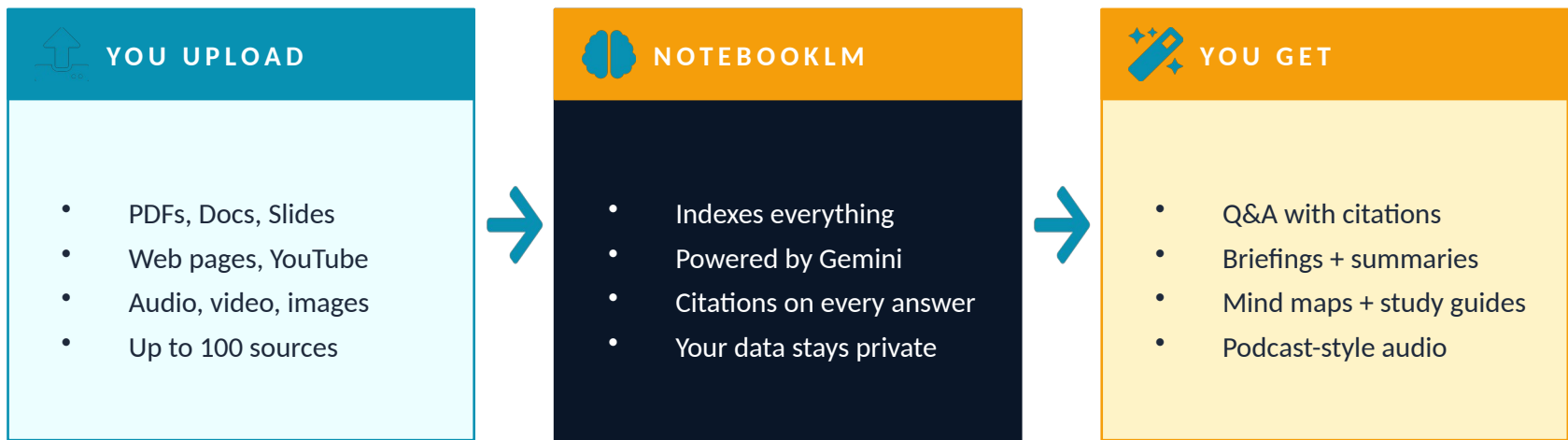
500K

words per source (a full novel)

0

of your data used to train models

Anatomy of a notebook



Everything happens inside a single notebook. You can have unlimited notebooks.

Why this is different from ChatGPT

GENERIC AI CHATBOTS

- Trained on the open internet
- Can hallucinate / invent answers
- Your data may train the model
- No citations to verify
- Limited upload size per chat
- Knowledge cutoff frozen in time

NOTEBOOKLM

- **Grounded ONLY in your uploaded sources**
- **Every answer cites the exact passage**
- **Your data is NOT used to train Google's models**
- **Walled-garden — stays inside your notebook**
- **Up to 100 sources × 500K words each**
- **Knowledge stays fresh — you control inputs**

ChatGPT knows a little about everything. NotebookLM knows everything about your stuff.

How NotebookLM compares

Capability	NotebookLM	ChatGPT	Gemini	Claude
Best at	Document Q&A	Open-ended chat	Workspace tasks	Long-form writing
Your data trains AI?	No	Optional	Optional	No
Citations?	Yes, every answer	Sometimes	Sometimes	When asked
Upload limit	100 × 500K words	Smaller per chat	Smaller per chat	Larger but per chat
Audio podcasts	Yes (Studio)	No	No	No
Mind maps	Yes (Studio)	No	No	No
Free tier	Generous	Basic	Generous	Basic

How privacy actually works



YOU UPLOAD

Files go from your device to your private notebook. Only you see them by default.



STAYS LOCAL TO YOUR ACCOUNT

Sources, chats, and notes live in YOUR notebook. Google does NOT use them to train models.



YOU CONTROL SHARING

Optionally share a notebook like a Google Doc. Audit who has access. Revoke anytime.

Free, Pro, and Enterprise tiers all share this baseline. PHI / HIPAA needs Enterprise + a BAA.

Pricing & access

Free

\$0

/forever

Best for: Most of the team

- 100 sources/notebook
- Daily audio limits
- All Studio outputs
- Personal Google account

MOST POPULAR

Pro

\$19.99

/month

Best for: Power users

- 5× higher limits
- More audio generations
- Custom voices
- Priority access to features

Enterprise

Talk to IT

Best for: Clinical / PHI

- HIPAA / BAA available
- Workspace integration
- Admin controls
- Audit logs + SSO

Start at notebooklm.google with any Google account — no IT ticket required.

03

PART

What you feed it

PDFs, Docs, web pages, YouTube, audio, images. The trick is knowing what NOT to upload.



What you can feed it



PDFs

Contracts, manuals, reports



Google Docs / Word

SOPs, briefs, notes



Slides / PowerPoint

Existing decks, trainings



Sheets / Excel

Tables, budgets, lists



Web URLs

Pages, articles, blogs



YouTube videos

Auto-transcribed + queryable



Audio files

Calls, voice memos, recordings



Images

Scans, diagrams, charts



Plain text

Pasted notes, transcripts

Up to 100 sources per notebook • Up to 500,000 words each • Free tier

Source selection strategy



Focus the notebook

Don't make one notebook for everything. One topic = one notebook. Better answers.



Layer sources

Combine 1 long doc + 2-3 short ones for context. Variety beats volume.



Curate, don't dump

5 high-signal sources beat 50 noisy ones. Pre-screen what you upload.



Add a 'lens' source

Upload your style guide, brand voice, or scoring rubric — NotebookLM will use it.



Update as you learn

Find a gap? Add a source. Notebooks are living documents, not snapshots.

What NOT to upload (yet)



Free / Pro NotebookLM is private — but not HIPAA-compliant. Use judgment.



AVOID UPLOADING

- Patient records (PHI) — names, charts, X-rays
- Social Security numbers, full DOBs, insurance IDs
- Bank account or credit card numbers
- Passwords, API keys, system credentials
- Anything covered by NDA without legal review
- Real client/patient identifiers in any form



SAFE TO UPLOAD

- Internal SOPs, training docs, handbook
- Marketing briefs, brand guides, research
- Vendor contracts (de-identified if sensitive)
- Financial reports stripped of account numbers
- Meeting transcripts where participants consented
- Anything you'd email to a personal Gmail

04

PART

What you get back

Q&A with citations, briefings, mind maps, podcast-style audio, study guides, and more.



The Studio — your AI superpowers



Chat / Q&A

Ask anything. Get cited answers.



Audio Overview

Two AI hosts discuss your docs.



Mind Map

Visual map of every concept.



Briefing Doc

Executive 1-pager summary.



Study Guide

Onboarding-ready outline.



Data Tables

Structured data from unstructured docs.



Quiz

Multiple choice for comprehension.



Video Overview

Cinematic explainer (newer feature).

Generate any of these with one click. All grounded in your sources.

Audio Overview — deep dive



AUDIO OVERVIEW

Two AI hosts discuss your sources in a natural, podcast-style conversation. Listen during commutes, walks, or while making coffee.

3–25 min long • 80+ languages • Interactive mode lets you join the conversation by voice

BEST FOR

- Onboarding new hires to a complex topic
- Turning a 60-page report into 15-min audio
- Pre-meeting prep on your commute
- Making dense material accessible to non-experts
- Stakeholder digests for execs who 'don't read'
- Multi-language briefings for distributed teams

Mind Map — deep dive



MIND MAP

Auto-generates a branching visual map of every concept in your sources — and the relationships between them.

Click any node to ask a focused question. The mind map becomes an interactive table of contents.

BEST FOR

- Getting the lay of the land in a new topic
- Spotting connections between unrelated docs
- Visual learners who don't love reading
- Pre-research: what's even in here?
- Mapping a competitive landscape
- Onboarding around process and relationships

The rest of the Studio



Briefing Doc

A 1-page executive summary with the headline takeaways, key questions, and recommendations.

Pre-meeting prep, board updates, stakeholder digests



Study Guide

A structured outline with headings, definitions, examples — formatted for learning.

Onboarding, training, certification prep



Data Tables

Extracts structured rows/columns from unstructured prose. Ideal for finance + ops.

KPI extraction, contract terms, vendor lists



Quiz / Flashcards

Multiple choice + key terms. Verify if a team actually absorbed training.

Post-training comprehension, certification



Video Overview

Cinematic short explainer (newer feature). Great for slide-style content.

External shareable, exec-friendly content



Notebook Chat

The always-on Q&A. Save important answers as notes inside the notebook.

Day-to-day reference, building knowledge over time

Make it yours — customization



Custom Goals

Set what you're trying to learn — NotebookLM tailors answers around that goal.



Personas

Switch the assistant's tone: legal analyst, marketing strategist, CFO — your call.



Focus areas

Tell it which sources matter most for a given question.



Custom prompts in Studio outputs

Steer Audio Overview length, Briefing Doc audience, Mind Map depth.



Saved notes

Pin important answers. Build a curated knowledge base inside the notebook.



Sharing

Share a notebook like a Google Doc. Viewer or editor. Revocable.

05

PART

For your team

How each Hybridge team can use NotebookLM today — with real prompts you can copy.



For Legal



Legal

*Read 50-page contracts in 5 minutes.
With citations.*

4 hours → 20 min

WHAT YOU CAN DO TODAY

- Compare contracts and flag every clause that changed
- Extract obligations, deadlines, renewal dates into a table
- Plain-English summaries of complex legal language
- 'Ask the contract' Q&A for the whole team
- Spot risky or unusual clauses across vendor agreements
- Build a precedent library: search across past contracts
- Track regulatory changes against your existing policies

Sample prompts for Legal



The first thing Legal should try in NotebookLM

01

"Summarize this MSA in plain English. Highlight any clause that's unusual versus a standard MSA."

02

"Build a table of: clause name, our obligation, counterparty obligation, deadline, renewal terms."

03

"What auto-renewal triggers exist? Cite the exact paragraph."

04

"Compare this NDA to [other NDA]. Show every meaningful difference in liability and term."

05

"Read these 5 vendor MSAs. Which has the most favorable indemnification clause and why?"

For Finance



Finance

Turn dense financial reports into instant briefings.

3 hours → 15 min

WHAT YOU CAN DO TODAY

- Q&A on monthly P&Ls, budgets, variance reports
- Extract KPIs from quarterly statements into a clean data table
- Summarize payor contracts and reimbursement schedules
- 'Ask your financial policies' knowledge base
- Audio summary of month-end close on your commute
- Trend analysis: 'What changed between Q2 and Q3?'
- Identify anomalies and outliers across statements

Sample prompts for Finance



The first thing Finance should try in NotebookLM

01

"Summarize this P&L for a non-financial reader. What are the top 3 stories the numbers tell?"

02

"Extract a table: month, revenue, COGS, gross margin, operating expenses, net income."

03

"What unusual variances appear in this report? Cite the exact line."

04

"Compare this month's payor mix to last month. What shifted?"

05

"Generate a 5-minute audio summary of this month-end close for the leadership team."

For Marketing



Marketing

Synthesize research, competitors, and content in one place.

6 hours → 45 min

WHAT YOU CAN DO TODAY

- Upload 5 competitor sites — get a positioning gap analysis
- Turn customer research deck into a content calendar
- Convert a long blog post into a 5-min podcast
- Spin up content briefs from brand & style guides
- Build campaign retrospectives from email + social + ads
- Voice-of-customer themes from support tickets
- SEO content gap analysis against competitor sites

Sample prompts for Marketing



The first thing Marketing should try in NotebookLM

01

"Read these 5 competitor pages. Identify positioning gaps we could own."

02

"Turn this 3,000-word blog post into a 5-minute Audio Overview for our social channels."

03

"Pull every customer pain point mentioned across these 50 reviews. Rank by frequency."

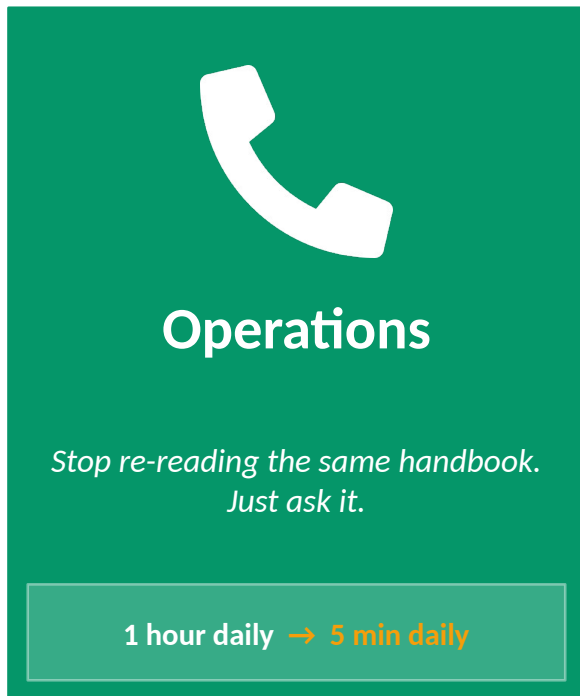
04

"Draft a content calendar for next month based on the themes in this research deck."

05

"Compare our brand voice (style guide) to these 3 competitor sites. Where do we sound the same?"

For Operations



Operations

*Stop re-reading the same handbook.
Just ask it.*

1 hour daily → 5 min daily

WHAT YOU CAN DO TODAY

- 'Ask the employee handbook' — instant policy answers
- Patient FAQs answered from your own SOPs and scripts
- Onboard new hires with auto-generated study guides
- Daily briefing from yesterday's meeting transcripts
- Consolidate insurance / billing memos into one notebook
- Cross-reference SOPs to find conflicts or gaps
- Generate training quizzes for new front office staff

Sample prompts for Operations



The first thing Operations should try in NotebookLM

01

"What's our PTO policy for new hires in their first 90 days?"

02

"How do we handle a same-day cancellation? Walk me through the exact script."

03

"Generate an onboarding study guide for a new front office hire. Include a quiz at the end."

04

"Summarize yesterday's leadership meeting in 5 bullets and 3 action items."

05

"Compare our two SOPs on patient intake. Where do they conflict?"

For Clinical



Clinical

Faster reference. Better training. (No PHI on free tier.)

2 hours → 10 min

WHAT YOU CAN DO TODAY

- Query the Hybridge clinical SOP / consultation framework
- Summarize CE / research articles into 5-min briefings
- Build training notebooks for new doctors
- Audio summaries of weekly clinical updates
- Extract protocols from manufacturer manuals into tables
- Compare technique guidelines across vendors
- Create flashcards for residents on common procedures

Sample prompts for Clinical



The first thing Clinical should try in NotebookLM

01

"Summarize the Hybridge Consultation Framework as a 1-page checklist."

02

"Compare these 3 implant placement protocols. Highlight differences in step order and torque values."

03

"Generate 10 flashcards for residents covering the most common Hybridge procedures."

04

"Build a 5-minute audio briefing on the latest CE article I uploaded — for my commute."

05

"Extract a table of every product code, indication, and contraindication in this manufacturer manual."

06

PART

Live demos

Two demos — one pre-built, one we build together. Eyes on the screen.



Financial Q&A — pre-built notebook

WHAT I'LL SHOW



- A notebook loaded with Hybridge financial documents
- Ask: "What were our top three revenue drivers last month?"
- Ask: "Summarize cost trends and flag any anomalies"
- Generate: Briefing Doc + start the Audio Overview

Watch for: every answer cites the exact page or paragraph.

Built live — multi-source notebook

BUILDING TOGETHER, IN REAL TIME



- Upload: Hybridge Employee Handbook (PDF)
- Add: Hybridge.com marketing page (URL)
- Add: Doctor Consultation Framework (SOP)
- Cross-source Q&A → generate a Mind Map → return to Audio

Watch for: NotebookLM finding connections you'd never link manually.

07

PART

Mastery

Prompting like a pro, power moves, and the mistakes that waste your time.



Anatomy of a great prompt

Summarize this contract **for a non-lawyer**. Pull out **5 risky clauses** in a **table**. **Cite the page number** for each.

Action verb

What you want done — be specific

Audience / role

Who the output is for

Scope / quantity

Bound the answer — '5', 'top 3', etc.

Format

Table, bullets, paragraph, code

Verification ask

Citations, sources, page numbers

5 prompting techniques that work

1 **Be specific about the role**

"Summarize for a non-financial reader" > "Summarize this."

2 **Demand the format upfront**

"Give me a table with 5 columns: ..."

3 **Stack constraints**

"Compare these 2 contracts. Highlight differences in payment terms only."

4 **Demand citations**

"Cite which document each fact comes from."

5 **Iterate — don't restart**

"Now make it shorter" or "Now list the action items."

Power user moves



Save the great answer

Click 'Save to note' on any good response. Builds a curated knowledge base inside the notebook.



Use the chat for follow-ups

Don't ask a fresh question — refine the last one. 3-4 follow-ups gets you 10x better output.



Custom goal as anchor

Set a custom goal in settings. Every chat answer gets nudged toward that goal.



Audio Overview customization

Steer length, focus, and host style. Generate the same source 3 ways for different audiences.



Mind Map as a navigator

When you don't know what to ask, generate a mind map. Click a node to ask focused questions.



Turn outputs into deliverables

Briefing Doc → email. Study Guide → onboarding doc. Audio → team meeting prep.

Common mistakes

❌ Dumping 50 random sources



✅ Curate 5-10 high-signal sources

❌ One notebook for everything



✅ One topic per notebook

❌ Asking, then starting over



✅ Iterate in the same chat

❌ Treating it like Google



✅ Treat it like a colleague

❌ Skipping citations



✅ Always ask 'cite the source'

❌ Uploading PHI / sensitive data



✅ Sanitize first, or use Enterprise

The AI sandwich

1

Your judgment goes in first

Frame the problem. Decide what matters. AI is a tool, not a decision-maker.

2

AI does the heavy lifting

Reading, summarizing, drafting, comparing. The boring middle work.

3

Your judgment goes back on top

Verify citations. Sanity-check answers. Apply context AI can't see. YOU sign off.

AI in the middle. Human judgment on both ends. That's the sandwich.

Honest limitations

Source-grounded — refuses general knowledge questions

Use ChatGPT/Gemini for open-ended questions

Scans of scans (image-only PDFs) struggle

Re-upload as a text PDF when possible

Audio Overview can sound generic on thin sources

Feed it 3+ rich sources for a deeper episode

Free tier limits: 100 sources, daily audio caps

Pro tier (\$19.99/mo) lifts limits for power users

Doesn't remember across notebooks

Keep one notebook per project / topic

Live web data is limited — pages get snapshotted

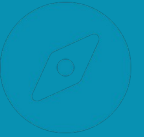
Re-add fresh URLs for live data updates

08

PART

Doing it right

Hybridge AI principles + a decision tree for picking the right tool for the job.



Which AI tool for which job?

NotebookLM	Gemini in Workspace	ChatGPT / Claude	Specialized tool
<p>USE WHEN</p> <p>I have my own docs and need to query, summarize, or build a knowledge base.</p>	<p>USE WHEN</p> <p>I'm working inside Gmail, Docs, Sheets — and want AI to help with the doc I'm in.</p>	<p>USE WHEN</p> <p>I need open-ended writing, brainstorming, or coding help — no specific source needed.</p>	<p>USE WHEN</p> <p>Voice transcription, image generation, video editing — purpose-built apps.</p>

Most days at Hybridge: NotebookLM + Gemini cover 80% of needs.

Hybridge AI principles

1

Privacy by default

If it's PHI or financially sensitive — sanitize, anonymize, or don't upload.

2

Cite or it didn't happen

Every AI-assisted insight needs a source we can point to.

3

Humans sign, AI helps

Decisions are still ours. AI accelerates the work, not the judgment.

4

Share what works

Found a great prompt? Post it. The team gets smarter together.

5

Question the output

Verify before forwarding. AI can be confidently wrong.

6

Right tool, right job

NotebookLM for your docs. Gemini for Workspace. Others where they fit.

09

PART

Your path forward

Homework, a 30/60/90 plan, and what's coming next in the series.



Your homework — 3 things this week

01

Create your first notebook

Pick one document you keep re-reading. Upload it. Ask 3 questions.

02

Generate one Studio output

Briefing Doc on a long report. Or an Audio Overview for your commute.

03

Bring a use case to office hours

Reply to the calendar invite with what you'd want to try. I'll prep for you.

30 / 60 / 90 day adoption plan

30 days

Get fluent

- Create your first 3 notebooks
- Try every Studio output at least once
- Save 5 great prompts in a personal list
- Attend 4 weekly AI Power Hour sessions

60 days

Build a habit

- Replace one recurring task with a NotebookLM workflow
- Share a prompt that worked with your team
- Build a 'team notebook' for shared knowledge
- Mentor one teammate through their first notebook

90 days

Drive a result

- Identify a measurable time savings on a task
- Document one workflow as a team SOP
- Run a use case in your next team meeting
- Propose one new AI tool worth piloting

What's coming next in the series

Week 2**Deeper into NotebookLM**

Mind Maps, personas, multi-source workflows, Audio Overview customization

Week 3**Gemini in Google Workspace**

Gmail, Docs, Sheets, Drive — the AI you already pay for

Week 4**ChatGPT for everyday work**

Where it wins, where it doesn't, and how to use it safely

Week 5**AI for your specific role**

Team-by-team workshops — bring real work to office hours

Week 6**Building an AI workflow**

Connecting tools end-to-end. Light intro to automation.

The roadmap evolves based on what you ask for in office hours.

—
NEXT • RIGHT NOW

Open Office Hours

I'm staying on the call for the next ~hour. Bring anything.

- Want to set up your first notebook? Let's do it on screen.
- Have a doc you can't quite query well? Bring it.
- Wondering if your workflow has an AI shortcut? Ask.
- Curious if a different AI tool fits your case? Let's talk.
- Have a prompt that almost worked? We'll fix it live.

Resources & links

NotebookLM

NotebookLM home

notebooklm.google

Help center

support.google.com/notebooklm

Pricing / Pro / Enterprise

notebooklm.google/plus

This Series

Deck + recording

Shared in team Drive after the call

Sample prompts (by team)

Sent in the recap email

Hybridge AI Principles

Posted as 1-page reference

Send questions anytime — savvari@hybridgeimplants.com

Thank you.

See you next Wednesday.

Until then — try one notebook. That's all.