

LEARNING, UPGRADED WORKED EXAMPLE

Old Content List to Content Quarantine Decision

Turn an old content list into a quarantine decision table that shows risk, owner, decision needed, review date, and final status.

Try this one thing today

Pick one high-use content area and create a quarantine status before you start rewriting anything.

The messy version

Old content list

Course title, LMS link, last edited date. No owner. No audience. No workflow. No confidence level. Nobody is sure if the asset is still accurate, but learners can still find it.

What to notice

- Last edited date is a clue, not a decision.
- No owner is a governance risk, not just missing metadata.
- The team needs a middle state before delete or leave live.
- Learner risk should decide urgency before content age does.

Before

Old content is still searchable because nobody wants to delete it.

The list tells the team where the asset lives, but not whether learners should trust it or who can decide what happens next.

After

Questionable content moves into quarantine with a named decision.

The table names the asset, quarantine reason, learner risk, owner, decision needed, review date, and final status so content can leave the gray zone.

Why this is better

- The team can protect learners without pretending the cleanup is finished.
- Unowned content becomes visible enough to escalate.
- Retirement decisions get documented instead of repeated.

- The cleanup becomes a rhythm, not a rescue project.

Three ways to build it

Manual way

Run a 45-minute triage on one content slice. Write each questionable asset on a sticky note, tag the quarantine reason, name the owner or escalation path, and set a review date.

Microsoft 365 or Google Workspace way

Create a Microsoft Lists or Google Sheets quarantine table. Add protected definition columns so people cannot quietly invent new statuses.

AI-assisted way

Ask AI to inspect approved titles and metadata for duplicate patterns, owner gaps, stale language, and likely source-check needs. Treat the output as a triage draft.

AI output validation

These prompt starters were created for the May 2026 model landscape. Verify all AI outputs before using them with learners, reviewers, leaders, customers, partner teams, or compliance-sensitive work. Do not paste sensitive or proprietary material into an AI tool unless your organization has approved that tool for that data.

Content Quarantine Decision Table

Recreate these fields in a document, spreadsheet, List, Sheet, or working note.

- Asset: New hire quote exception course
- Link: LMS link
- Audience: New customer-facing hires
- Owner: Needs owner
- Quarantine reason: Stale and needs source check
- Learner risk: Learners may follow old approval path
- Decision needed: Update or retire
- Review date: 2026-06-15
- Final status: Quarantine
- Notes: Hide from search until owner confirms source

Copy-ready artifact

Content Quarantine Decision Table | Asset | Link | Audience | Owner | Quarantine reason | Learner risk | Decision needed | Review date | Final status | Notes | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | | | | Stale / Duplicate / Unowned / Risky / Low-use / Wrong audience / Needs source check | | Keep / Update / Merge / Archive / Retire / Needs review | | Trusted / Quarantine / Retired / Archived | | Quarantine rule: Questionable content should not look equally trusted while the team decides what happens next.

Prompt starters

ChatGPT GPT-5 family

Use an outcome-first prompt with the job, approved source material, constraints, and the exact artifact you want back.

I am working on Turn an old content list into a quarantine decision table for an L&D system problem. Goal: Help me turn the notes below into a practical next move. Context: Use this when a content inventory needs visible quarantine decisions before cleanup, rewriting, archiving, or retirement. Use these working fields: asset, link, audience, owner, quarantine reason, learner risk, decision needed, review date, final status. Rules: - Use only the source notes I provide. - Do not invent policy details, metrics, learner needs, compliance requirements, or business context. - Separate known facts, assumptions, missing information, and next actions. - Flag anything that needs requester, reviewer, leader, legal, compliance, LMS owner, or manager confirmation. - Keep the output practical enough to review in a working meeting. Source notes: [paste approved notes here] Return: 1. Quarantine decision table 2. Known facts 3. Assumptions 4. Missing information 5. Likely duplicate or stale assets 6. Risks to verify 7. Recommended next action

Claude 4 family

Use XML-style sections so context, source material, task, constraints, and output format stay separate.

```
<context> I am working on Turn an old content list into a quarantine decision table for an L&D system problem. Use this when a content inventory needs visible quarantine decisions before cleanup, rewriting, archiving, or retirement.
</context> <source_notes> [paste approved notes here] </source_notes> <task> Turn the source notes into a practical next move using these working fields: asset, link, audience, owner, quarantine reason, learner risk, decision needed, review date, final status. </task> <constraints> Use only the source notes provided. Do not invent policy details, metrics, learner needs, compliance requirements, or business context. Separate known facts, assumptions, missing information, risks, and next actions. Flag anything that changes scope, ownership, evidence, risk, or decision rights.
</constraints> <output_format> 1. Quarantine decision table 2. Known facts 3. Assumptions 4. Missing information 5. Likely duplicate or stale assets 6. Risks to verify 7. Recommended next action </output_format>
```

Gemini 3 family

Use a clear task, labeled input, and one example pattern. For Obsidian context, use approved excerpts, Drive exports, Google Docs, or NotebookLM source sets.

Task: Help me make progress on Turn an old content list into a quarantine decision table from the notes provided. Context: Use this when a content inventory needs visible quarantine decisions before cleanup, rewriting, archiving, or retirement. Working fields: - asset - link - audience - owner - quarantine reason - learner risk - decision needed - review date - final status Example pattern: Field: Missing information Good answer: Name the specific information to confirm, who can confirm it, and why it affects the next decision. Rules: - Use only the source notes provided. - If information is missing, write "Needs confirmation". - Keep the output concise and reviewable. - End with the next best action. Source notes: [paste approved notes here] Output format: 1. Quarantine decision table 2. Known facts 3. Assumptions 4. Missing information 5. Likely duplicate or stale assets 6. Risks to verify 7. Recommended next action

Microsoft 365 Copilot

Use goal, context, source, expectations, and output. For Obsidian context, use approved excerpts, Word summaries, OneDrive files, SharePoint pages, Teams context, or Outlook threads.

Goal: Help me make progress on Turn an old content list into a quarantine decision table. Context: Use this when a content inventory needs visible quarantine decisions before cleanup, rewriting, archiving, or retirement. Source: Use the selected document, meeting notes, spreadsheet, email thread, SharePoint file, or pasted notes as the only source. Expectations: - Work with these fields: asset, link, audience, owner, quarantine reason, learner risk, decision needed, review date, final status. - Mark uncertain items as "Needs confirmation". - Do not add facts that are not in the source. - Separate known facts, assumptions, missing information, risks, and next actions. - Summarize the top review questions for the team. Output: 1. Quarantine decision table 2. Known facts 3. Assumptions 4. Missing information 5. Likely duplicate or stale assets 6. Risks to verify 7. Recommended next action

What changed in the system

The team stops letting questionable content look equally trusted and starts managing content status as an operational decision.

Field test

Quarantine ten assets only. If the team argues about ownership or risk, that is the system problem to fix before doing a full inventory.