

YourAIPlaybook

AI Starter Kit

Your first 7 days with AI. A day-by-day plan to go from zero to confident, no experience needed.

Free Guide

youraiplaybook.io

How to Use This Guide

This is a 7-day plan. Each day takes 15 to 30 minutes. By the end of the week, you'll know how to use AI for real tasks, not just novelty.

The goal isn't to become an AI expert. It's to feel comfortable enough to start using AI in your actual work and life.

What you'll need

- A computer or phone with internet access
- A free account on at least one AI tool (we'll set that up on Day 1)
- 15 to 30 minutes per day
- Curiosity and willingness to experiment

Recommended tools (all free to start)

ChatGPT

Claude

Perplexity

Google Gemini

Meet Your AI Assistant

Goal: Create an account, have your first conversation, and understand what AI can (and can't) do.

- 1 Pick a tool and sign up.** We recommend starting with ChatGPT (chat.openai.com) or Claude (claude.ai). Both have free tiers. Just create an account.
- 2 Have a real conversation.** Don't start with "write me an essay." Start with something you actually need help with. Examples: "Help me plan a birthday dinner for 8 people with a \$200 budget" or "Explain how mortgage refinancing works like I'm 25."
- 3 Push back on the answer.** If the response is too long, say "shorter." If it missed something, tell it. AI works best as a conversation, not a single question.
- 4 Ask it something it can't do well.** Try asking for today's news or a very specific local fact. Notice when it says "I don't know" or gives an outdated answer. This teaches you its limits.

Key insight: AI is a thinking partner, not an oracle. It's best when you treat it like a smart colleague who needs context to help you well.

Write Better Prompts

Goal: Learn the difference between a weak prompt and a strong one. Start getting better answers immediately.

The prompt formula

Great prompts have three parts: **Role + Task + Context**.

Weak prompt:

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"Write me an email."
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Strong prompt:

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"You're a professional communications writer. Write a follow-up email to a client who attended our workshop last week. Tone: warm but professional. Keep it under 150 words. Include a call-to-action to book a strategy session."
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- 1 Rewrite 3 weak prompts as strong ones.** Take something you'd normally ask AI and add role, specifics, and constraints.
- 2 Test the difference.** Run both versions and compare the outputs. You'll see the quality jump immediately.
- 3 Try the "Act as" pattern.** Start a prompt with "Act as a [role]" and notice how the response changes. Try: nutritionist, project manager, editor, tutor.

Remember: If you wouldn't give those instructions to a human assistant, don't give them to AI. Be specific about what you want.

AI for Writing and Communication

Goal: Use AI to draft, edit, and improve real writing. Emails, messages, documents.

- 1 Draft an email you've been putting off.** Give AI the context and let it write a first draft. Then edit it in your voice.
- 2 Paste something you've already written and ask for feedback.** Try: "Review this email for clarity and tone. Suggest improvements but keep my voice."
- 3 Use AI to write something in a specific style.** Try: "Rewrite this paragraph to sound more confident" or "Make this more concise without losing meaning."
- 4 Create a template you'll reuse.** Ask AI to create a template for something you write regularly: weekly updates, meeting recaps, client responses.

The rule: Never send AI output without reading it and making it yours. AI drafts, you decide.

AI for Research and Learning

Goal: Use AI to learn something new, research a topic, and organize information faster.

- 1 Research a topic you're curious about.** Use Perplexity (perplexity.ai) for research with sources, or ask your AI assistant to explain a concept. Try: "Explain [topic] like I have 10 minutes to understand it before a meeting."
- 2 Ask for a comparison.** Try: "Compare X and Y. Give me a table with pros, cons, pricing, and best use cases." This is where AI saves hours.
- 3 Summarize something long.** Paste an article, report, or document and ask: "Summarize this in 5 bullet points. Highlight anything I should pay attention to."
- 4 Learn a new skill.** Ask: "Create a 30-minute learning plan for [skill]. I'm a complete beginner. Include resources."

Verify important facts. AI can summarize and explain brilliantly, but always double-check specific numbers, dates, and claims from other sources.

AI for Planning and Productivity

Goal: Use AI to organize your time, plan projects, and build action plans.

- 1 Plan your next week.** Tell AI your goals and constraints: "I have these 5 priorities this week but only 20 hours of focused work time. Help me schedule them realistically."
- 2 Break down a big project.** Try: "I need to [big goal]. Break it into weekly milestones for the next month. Include specific deliverables for each week."
- 3 Create a meeting agenda.** Give it the meeting purpose and attendees. Ask for a timed agenda with discussion questions.
- 4 Build a decision matrix.** Facing a tough decision? Try: "Help me think through this decision. Here are my options: [list]. Create a weighted comparison considering [your criteria]."

Power move: Save your best prompts. When you find one that gives great results, copy it into a document. You're building your personal AI toolkit.

AI for Creative Problem Solving

Goal: Use AI as a brainstorming partner and creative collaborator.

- 1 Brainstorm ideas.** Give AI a challenge and ask for 10 ideas. Then say: "Those are safe. Give me 5 bold, unconventional options." Watch the quality change.
- 2 Role-play a scenario.** Try: "Act as a skeptical customer. I'm going to pitch you my [product/idea]. Push back on anything that doesn't make sense."
- 3 Get unstuck.** If you're blocked on a problem, describe it fully and ask: "What am I not seeing? What questions should I be asking?"
- 4 Generate content ideas.** Try: "I write about [topic] for [audience]. Give me 10 content ideas that would actually get engagement. No generic suggestions."

Advanced technique: Ask AI to argue against your idea. The best insights come from challenging your own assumptions.

Build Your AI Workflow

Goal: Identify 3 to 5 recurring tasks where AI will save you time every week. Build it into your routine.

- 1 Audit your week.** List everything you did this past week. Circle the tasks that were repetitive, time-consuming, or involved writing/research/planning.
- 2 Pick your top 3.** Choose the three tasks where AI will have the biggest impact. These become your "always use AI for this" list.
- 3 Build your prompt library.** For each of your top 3, write and save a go-to prompt. Test it and refine it until it consistently gives good results.
- 4 Set a weekly AI goal.** Commit to using AI for at least one task per day next week. Track what works and what doesn't.

Your AI starter checklist

- I have a free account on an AI tool
- I know the difference between a weak and strong prompt
- I've used AI for writing, research, and planning
- I've saved at least 3 reusable prompts
- I know what AI can't do well (and when to verify)
- I have 3 recurring tasks where I'll use AI weekly

You're ready.

You've spent 7 days building real skills with AI. Now keep going.
The more you use it, the better your results get.

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