

YourAIPlaybook

5-Day AI Kickstart

One skill per day. Five days to AI confidence. No experience needed, just 15 minutes a day.

[Free Guide](#)

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The Challenge

This isn't a course. It's a challenge. Each day, you'll learn one AI skill and immediately use it on a real task. By Friday, you'll have 5 AI wins under your belt.

No theory. No filler. Just one skill per day, applied to something you're already working on.

Commitment: 15 minutes per day for 5 days. That's it.

How it works: Each day gives you a goal, a step-by-step walkthrough, a ready-to-use prompt, and a checklist to confirm your win. Open any free AI tool (ChatGPT, Claude, or Gemini) and follow along.

Your First Conversation

Goal: Have a real conversation with AI about something you're working on.

- 1 Open ChatGPT, Claude, or Gemini.** All three are free to start. Pick whichever one you're curious about and create an account if you don't have one.
- 2 Tell the AI about a project or task you're working on.** Don't overthink it. Just describe what you're doing the same way you'd explain it to a coworker.
- 3 Ask it one specific question about that task.** The more specific you are, the more useful the response will be.

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"I'm working on [project]. I need to [goal]. What's the most efficient approach?"
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Tip: Talk to AI like you'd talk to a smart coworker. Give context, be specific, and don't worry about perfect prompts yet.

Day 1 Checklist

- Had a real conversation with AI
- Got at least one useful response
- Saved the response for reference

Summarize Something

Goal: Use AI to condense information you'd normally spend time reading.

Take a long email, article, report, or meeting notes. Paste it into AI and ask for a summary. That's it. One task, one skill, immediate value.

- 1 Find something long you need to read.** An email chain, a report, meeting notes, an article your manager shared. Something that would normally take 15+ minutes to digest.
- 2 Paste it into AI and ask for a summary.** Be specific about what you want to focus on.
- 3 Try a second pass with different instructions.** Ask for a different format, a different focus, or a shorter version. See how the output changes when you change the ask.

"Summarize this in 5 bullet points. Focus on action items and key decisions."

Tip: The summary skill alone can save you hours per week. Start using it for every long document.

Day 2 Checklist

- Summarized a real document
- Identified at least one insight I would have missed
- Tried a second summary with different instructions

Draft Something

Goal: Use AI to create a first draft of something you need to write.

Pick a real task: an email, a report intro, a meeting agenda, a proposal outline. Something on your to-do list right now that involves writing.

- 1 Pick the writing task.** Choose something you actually need to send or submit. Real stakes make this exercise stick.
- 2 Give AI the context and ask for a draft.** Include who it's for, the tone you want, and the key points to cover.
- 3 Edit the draft to match your voice.** AI writes the structure. You add the personality, the judgment, and the details only you know.

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"Draft a professional email to [person] about [topic]. The tone should be [friendly/formal/direct]. Key points to cover: [list]."
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Tip: The first draft doesn't need to be perfect. It needs to be a starting point you can edit in 2 minutes instead of writing from scratch in 20.

Day 3 Checklist

- Created a first draft with AI
- Edited it to match my voice
- Sent or used the final version

Brainstorm and Plan

Goal: Use AI as a thinking partner to explore ideas and structure your thoughts.

Bring a problem, decision, or project you're working on. Something where you need to think through options, weigh tradeoffs, or build a plan. This is where AI goes from "useful tool" to "thinking partner."

- 1 Describe the problem or goal.** Give AI the full context: what you're trying to accomplish, any constraints, and your deadline.
- 2 Ask for multiple approaches.** Don't settle for one answer. Ask for several options so you can compare and choose.
- 3 Pick the best approach and ask for a step-by-step plan.** Turn the brainstorm into something actionable.

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"I need to [goal] by [deadline]. Help me brainstorm 5 approaches, then create a step-by-step plan for the best one."
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Tip: AI doesn't replace your judgment. It gives you more options to choose from and structure to work with.

Day 4 Checklist

- Used AI to brainstorm a real problem
- Got a structured plan I can act on
- Identified at least one angle I hadn't considered

Build Your System

Goal: Set up AI as a permanent part of your workflow, not just a one-time experiment.

Today is the difference between "I tried AI once" and "AI is part of how I work." You'll take everything you learned this week and turn it into a repeatable system.

- 1 Save your best prompts from this week.** Go back through Days 1 through 4 and pull out the prompts that gave you the best results. Save them somewhere you can access quickly.
- 2 Set up custom instructions or a system prompt in your AI tool.** Most AI tools let you set persistent instructions so the AI already knows your role, preferences, and style every time you start a conversation.
- 3 Identify your top 3 recurring tasks where AI will save the most time.** Think about your weekly routine. Where do you spend the most time on tasks AI could help with?
- 4 Commit to using AI for at least one task per day going forward.** Consistency is what turns a tool into a superpower.

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"I'm a [role] at [company]. My main responsibilities are [list]. I prefer responses that are [style preferences]. Help me create a system prompt I can use every day."
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Tip: Day 5 is the difference between "I tried AI once" and "AI is part of how I work." Take 15 minutes to set up your system.

Day 5 Checklist

- Saved my best prompts
- Set up custom instructions
- Identified my top 3 AI-assisted tasks

Committed to using AI for at least one task per day going forward

5 days. 5 skills. You're in.

You just proved to yourself that AI works for your job. Now keep the momentum going with weekly strategies, new workflows, and practical playbooks.

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