

Everyday AI Quick Start

A simple way to start using generative AI without the hype, jargon, or overwhelm.

You do not need to become an AI expert, learn to code, or sign up for every new AI tool. A better starting point: pick one strong tool, point it at something real, give it useful context, and stay responsible for the result.

— Start With One General-Purpose AI Tool

Try ChatGPT, Google Gemini, Microsoft Copilot, or Claude. Pick one to learn. The transferable skill is communicating clearly, evaluating output, and refining the conversation—not memorizing a particular interface.

— Look for the Red Flashing Lights of Opportunity

- Annoying or repetitive

- Time-consuming

- Messy or unorganized

- Confusing or unfamiliar

- Hard to start

- Decision-heavy

— Where Might AI Help?

Planning and organizing; learning and understanding; writing and communication; working with information; preparing for conversations; and thinking through options.

TRY THIS TODAY

“I’m working on [situation]. I’m trying to accomplish [goal]. I’m not sure where to start. Ask me up to three questions that would help you understand the situation, then suggest how you could help.”

Start small. Stay curious. Keep your judgment in the loop.

Everyday AI Quick Start / keep going

How to Get Better Results

State the goal. Share relevant context and information you are allowed to use. Say what a good result looks like. Keep talking: ask for changes, challenge assumptions, and refine the answer.

10 Practical Things to Try

- Plan dinners around what you have

- Rewrite an email more clearly

- Organize messy notes

- Learn an unfamiliar concept

- Prepare questions for an appointment

- Compare options

- Summarize a long document

- Prepare for a meeting or interview

- Brainstorm alternatives

- Ask AI what you forgot to ask

Three Rules

1. Protect sensitive information

Know what you can safely enter into a tool.

2. Review important outputs

Verify facts, sources, numbers, and fit.

3. Humans own decisions

Especially when the stakes are high.

ONE-WEEK CHALLENGE

Pick one real thing in your life or work. Test whether AI helps. Notice what worked, where it fell short, and what you would change next time.

Start small. Stay curious. Keep your judgment in the loop.