

Reminder AI is a tool. **You are always in control.**

Verify anything involving money, safety, or legal decisions.

AI Quick Start Prompt Sheet

Save this. Reuse it. Copy and paste.

1. Start Here (Understand AI Basics)

Explain what AI is and what it is not in plain language. Avoid technical terms. Assume I am new.

2. Make AI Useful to Me

Ask me what I do for work and what I struggle with most. Then suggest realistic ways AI could help.

3. Use AI Safely

Teach me how to use AI safely. Tell me what I should never share, what is usually safe to share, and how to use common sense.

4. Ask Better Questions

Teach me how to ask better questions so I get better answers. Show examples of weak questions and improved ones.

5. Look at a Problem Differently

Help me look at this problem from a completely different perspective. Ask questions first, then suggest new approaches.

6. Turn AI Into a Teacher

Teach me about ____ step by step. Ask me what I already know and adjust as we go.

7. Spot Wrong or Misleading Answers

Explain how AI can give confident but wrong answers and how I can verify important information.

8. Help With Writing

Help me write ____ in a clear, natural tone that sounds like me. Ask questions if needed.

9. Improve My Work (Without Rewriting It)

Review what I wrote and suggest improvements, but do not rewrite it. Explain your suggestions.

10. Chat Wellness Check

Has this conversation become too long or unclear? Tell me if we should continue or start fresh, and explain why.
