

# AI QuickStart Checklists

Four beginner-friendly checklists for getting started with AI safely and confidently.

## Day-One AI Starter Checklist

- Decide one simple thing you want AI to help you with today.
- Pick something small.
- Create a private moment.
- Don't worry about perfect prompts.
- Your First Prompt:
  - "I'm trying to \_\_\_\_\_. Can you help me start?"
  - Keep it simple. Use plain English.
- Giving Context:
  - Tell AI what you want.
  - Add who it's for.
  - Add how simple you want it.
  - Share constraints if needed.
- Iteration (The Secret):
  - Ask to simplify, expand, or change tone.
- Saving Wins:
  - Save helpful answers.
  - Keep an AI Wins journal.
- When Stuck:
  - Use Prompt Doctor.
  - Use Troubleshooting Checklist.

## Safe & Smart AI Use Checklist

- Do not paste private information (passwords, SSN, banking numbers, legal docs).
- Use general terms when describing people.
- Things to Avoid:
  - Don't upload copyrighted content.
  - Don't rely on AI for medical or legal decisions.
  - Don't assume accuracy — verify.
- Safe Prompting Habits:
  - Ask for sources.
  - Say “ Explain how you know this. ”
  - Use Prompt Doctor to clean risky prompts.
- Stay in Control:
  - Say Stop, Undo, or Start over.
  - Ask for a summary.
- Rule of Thumb:
  - If you wouldn't post it publicly, don't paste it into AI.

## Better Prompt Writing Checklist

- 4-Part Formula:
  - 1. Goal
  - 2. Context
  - 3. Output Style
  - 4. Constraints
- Habits:
  - Start simple.
  - Add detail gradually.
  - Use short sentences.
  - Ask for examples.
  - Request step-by-step.
- Improvements:
  - “ Make this easier. ”
  - “ Rewrite professionally. ”
  - “ Give 3 variations. ”
- When Prompts Fail:
  - Use Prompt Doctor.
  - Add missing details.
  - Remove vague words.
- Golden Rule:
  - Your first prompt doesn ’ t need to be perfect.

## AI Troubleshooting Checklist

- If Too Complex:
  - “ Make simpler. ”
  - “ Explain like I'm new. ”
- If Misunderstood:
  - Add purpose, audience, tone.
- If Too Short:
  - Ask for more detail.
  - Ask for examples.
- If Too Long:
  - Ask for short version.
  - Ask for bullet points.
- If Wrong:
  - Ask for sources.
  - Ask for alternatives.
  - Restate the question.
- If Nothing Works:
  - Ask: “ What do you need from me to give a better answer? ”