

First Week with AI – Success Checklist

Simple steps to help your first week feel steady instead of overwhelming

You do not have to finish every box.

Use it as a guide to build a few small wins during your first week with AI.

Before you start

- I chose one main AI tool to start with (ChatGPT, Claude, Gemini, or another).
- I created or confirmed my account and password.
- I opened the tool once on the device I plan to use most (phone, tablet, or computer).
- I set a simple goal for this week, such as “send one AI-assisted email” or “try two small tasks.”

Notes:

Day 1–2: Getting comfortable with the basics

- I found the main place where I type my questions or requests.
- I tried at least one very simple prompt (for example: “Tell me a light joke about coffee.”).
- I used the **Undo / Back / New chat** or similar button at least once, just to see how it works.
- I took one short break instead of pushing through when I started to feel tired.

Notes:

Day 3–4: Trying one real-life task

- I picked one small real task from my life (email, note, list, plan, or message).
- I used the **Prompt Planner** or one of the prompt templates to help me explain what I wanted.
- I asked AI to help me with that task and reviewed the answer.
- I made at least one edit or change in my own words before I used the result.

Notes about my real-life task:

Day 5–7: Noticing wins and patterns

- I filled out at least one entry in my **AI Wins Journal**.
- I filled out at least one row on my **AI Wins Tracker** page.
- I noticed one pattern about what works better for me (for example: shorter prompts, more background, clearer goal).
- I noticed at least one way AI saved me time, energy, or worry this week.

Notes about my wins:

Safety and comfort checks during the week

- I used the **Safety & Privacy Checklist** at least once.
- I chose at least one piece of private information that I will not type into AI chats.
- I reminded myself that AI can be wrong, even when it sounds confident.
- I closed the app or tab at least once when I felt done instead of pushing through.

Notes:

At the end of the first week

- I can name at least one way AI helped me in a real situation.
- I know how to open my chat history or recent conversations.
- I know how to copy and paste AI text into an email, document, or note.
- I know how to start a new chat or session when I want to begin a fresh conversation.
- I have at least one prompt shape or template I feel comfortable reusing.

Notes:

My first-week reflection

What am I proud of from this week?

What still feels confusing or frustrating?

What is one small thing I want to try in my second week with AI?
