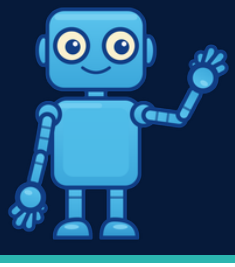
YOUR FIRST 30 DAYS WITH AI · DAYS 1 TO 7

Week 1 Worksheet and Daily Checklist



Your Week 1 checklist

Seven small steps, one for each day. Use ChatGPT, Gemini, Copilot or Claude, whichever you picked in the video. Tick each box when you're done, and jot a note if anything stands out.

Day	Your small step	Try this	Done	My note
1	**Sign up and say hello**	Open the tool, make a free account, and type: "Hello. I'm new to AI. What can you help me with?"	☐	
2	**Ask for help with one real message**	Type: "Help me reply to this message in a short, friendly way." Leave out names and private details.	☐	
3	**Ask it to explain something you don't understand**	Type: "Explain [your topic] to me like I'm new to it, in five sentences."	☐	
4	**Try the voice icon**	Tap the voice icon and ask out loud: "What's a polite way to say no to a meeting I don't need to be in?"	☐	
5	**Plan something with it**	Type: "Help me plan a simple week of dinners. We like easy meals and we don't like mushrooms." Swap in your own plan.	☐	
6	**Follow up until it's right**	Follow up at least twice, for example: "Make it shorter." or "Make Wednesday cheaper."	☐	
7	**Write down what surprised you**	One thing that surprised you, good or bad. There's a box for it below.	☐	

Three rules to keep next to your computer

Rule	What it means
You're in charge.	AI gives you a starting point. You read it, change it, and make the final call. If something doesn't feel right, trust that feeling.
Check what matters.	AI can sound sure and be wrong. Check health, money, legal and any date or number you'll act on with a source you trust.
Keep private things private.	No passwords, bank or card numbers, ID numbers, or other people's private details. If you use AI at work, check your company's rules first. When in doubt, leave it out.

Your turn

Pick one small, real thing from your own week: a message you need to write, a trip you're planning, or something you're trying to understand. Type it or say it, then follow up at least once.

Prompt	My notes
The real thing I picked	
What I typed or said	
My first follow-up	
My second follow-up	
What got better in the answer	

What surprised me

Write down one thing that surprised you this week, good or bad.

Your Week 1 win

Three real conversations with AI before the week is over. You don't need to be good at it. You just need to get started.

- [ ] One typed conversation
- [ ] One spoken conversation
- [ ] One where I followed up at least twice to make the answer better

- *If a day goes by and you skip it, that's fine. Pick up where you left off. There is no wrong speed.*