



Your AI Action Plan

Use this simple action plan to keep practicing what you've learned and to make AI a part of your everyday life.

✅ Step 1: Build Awareness

- Spot at least **3 examples of AI** in your daily life (e.g., recommendations, chatbots, voice assistants).
- Write them down here:

1. _____
 2. _____
 3. _____
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✅ Step 2: Get Comfortable with the Basics

- Practice explaining AI in plain English to a friend (no jargon).
 - Review the **AI Glossary** for any terms that still feel confusing.
 - Note one definition you want to remember:
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✅ Step 3: Hands-On Practice

- Try ChatGPT or another AI tool at least **once a week**.
- Experiment with **3 different prompts**:

1. _____
 2. _____
 3. _____
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Step 4: Use AI for Productivity

- Draft a simple email or brainstorm ideas using AI.
 - Let AI summarize an article, video, or set of notes for you.
 - Write down one task you'll use AI for regularly:
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Step 5: Explore Creativity with AI

- Generate a short story, poem, or piece of art.
 - Try a fun project (music, design, or brainstorming new ideas).
 - Share what surprised you most:
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Step 6: Stay Safe & Smart

- Double-check all AI outputs before using them.
 - Never share private or personal information with AI tools.
 - Keep your own "AI Safety Checklist" nearby.
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Step 7: Keep Growing

- Choose **one AI tool** you'll explore in more depth this month.
 - Check back here in the course periodically for updates.
 - Write down your next learning goal:
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Final Step: Create Your Personal AI Habit

- Decide how often you'll practice with AI (daily, weekly, or monthly).
- Mark it in your calendar or planner.
- Stick with it until it becomes a natural habit!

 **Tip:** Start small. Even 10 minutes a week with an AI tool builds confidence over time.
