

Your AI-Proof Action Plan

Module 6 — Build Your Personal AI System



Purpose of This Action Plan 🌀

This action plan is not about doing more with AI.

It's about deciding — calmly and intentionally —
how you want to use AI going forward.

There's no finish line here.

This is a living document you can revisit and adjust over time.

If you complete only part of it, that's perfectly fine.

Step 1: What “AI-Proof” Means to You 🧠

Everyone's version of being AI-proof is different.

In your own words, complete this sentence:

Being AI-proof means that I want AI to help me:

(Examples: think more clearly, save time, reduce stress, learn faster, stay organized, feel more confident)

Step 2: How You Want to Use AI (and How You Don't) 🏴

Clarity comes from boundaries.

I want to use AI for:

- _____
- _____
- _____

I do NOT want to use AI for:

- _____
- _____

(This might include decisions you want to keep human, or areas where AI feels distracting.)

Step 3: Your Daily / Weekly / Monthly Rhythm 🗓️

You don't need to do all of this — just what fits.

Daily (Daily 3) ☀️

Small, everyday support:

- _____
- _____
- _____

Weekly (Weekly 3) 📅

Reflection and planning:

- _____
- _____
- _____

Monthly (Monthly 1) 🌙

Big-picture improvement:

- _____

Step 4: Your Personal AI Dashboard 🧩

Your dashboard is simply the place you return to.

Where my AI dashboard lives:

(Notes app, document, notebook, printed page, etc.)

What I want to keep there:

- _____
- _____
- _____

(Trusted prompts, reflection questions, reminders, ideas)

Step 5: One Small Step to Start 🧱

You don't need a full plan to move forward.

One small action I will try next:

(Example: use AI to plan my week, rewrite an email, reflect on Friday, update my dashboard)

Step 6: A Reminder to Yourself 💬

Write a short reminder you can come back to when things feel noisy or overwhelming.

When AI feels overwhelming, I want to remember:

(Examples: "I don't need to keep up with everything." / "Simple and consistent is enough.")

Remember ✓

Being AI-proof doesn't mean staying ahead of technology.

It means staying **grounded** while technology changes.

You're allowed to:

- go slowly
- ignore trends
- use what helps
- and let the rest go

That's not falling behind —
that's being intentional.