

AI Starter Routine – Quick Checklist

A simple weekly routine to keep practicing and building confidence with AI.

Daily (5–10 minutes)

- ☐ Ask AI to summarize something you read or watched
 - ☐ Use AI to rephrase or polish a sentence, note, or email
 - ☐ Write down one new insight you got from the response
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Weekly (20–30 minutes)

- ☐ Try 3 different prompts — one for productivity, one for creativity, one for learning
 - ☐ Explore a new AI tool or feature (chat, image, or music generator)
 - ☐ Complete one small project (e.g., draft an email, brainstorm ideas, or create an AI image)
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Monthly (30–60 minutes)

- ☐ Review your saved prompts and note which worked best
 - ☐ Test a new AI use case (e.g., study help, personal planning, creative project)
 - ☐ Write down one new goal for your next month of AI practice
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Always Remember

- ☒ Double-check AI outputs before using them
 - ☒ Don't share personal or sensitive information
 - ☒ Keep your AI Safety Checklist nearby
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 Stick to this simple routine and AI will become a natural part of your learning, creativity, and productivity!
