

Everyday AI Mini-Projects

Module 3 — Practical Everyday AI



Purpose of This Activity 🛠️

This activity helps you move from *learning* to *doing* — without pressure, deadlines, or perfection.

You'll choose **one or two small projects** that feel useful to you.

These are everyday, real-life examples of how AI can support thinking, planning, and communication.

You're not building anything fancy.

You're practicing **practical AI use**.

How to Use This PDF ⚙️

- Choose **one** mini-project to start
- Complete it in your own time
- Skip anything that doesn't feel helpful
- Come back later if you want to try another

There's no "right" choice here.

Mini-Project Option 1: Create a Weekly Plan 📅

What this helps with:

Planning, focus, reducing overwhelm

Goal:

Use AI to create a realistic, flexible plan for the week ahead.

Try this with AI:

- “Help me create a simple weekly plan based on my priorities.”
- “Make this plan realistic and not overly packed.”
- “Suggest a balance between work and rest.”

Your notes or results:

Mini-Project Option 2: Draft a Personal Guide or Checklist **What this helps with:**

Clarity, consistency, confidence

Goal:

Create a short guide or checklist you can reuse.

Examples:

- A morning routine checklist
- A work handoff checklist
- A personal decision checklist

Try this with AI:

- “Help me draft a simple checklist for ____.”
- “Keep this beginner-friendly and easy to follow.”
- “Make it short and practical.”

Your notes or results:

Mini-Project Option 3: Build a Learning Roadmap 🧠

What this helps with:

Learning faster, staying focused, avoiding overwhelm

Goal:

Use AI to outline a clear, realistic learning path.

Examples:

- Learning a new skill
- Exploring a new topic
- Refreshing knowledge you already have

Try this with AI:

- “Help me create a beginner-friendly learning roadmap for ____.”
- “Break this into small, manageable steps.”
- “Suggest what to learn first and what can wait.”

Your notes or results:

Mini-Project Option 4: Write a Helpful Piece of Content 📝

What this helps with:

Communication, confidence, creativity

Goal:

Create something useful — not perfect.

Examples:

- A short article or blog post
- An email or message

- A social post
- Notes you'll reuse later

Try this with AI:

- "Help me draft a short, clear explanation of ____."
- "Rewrite this to sound friendly and simple."
- "Help me improve clarity without making it longer."

Your notes or results:

Reflection (Optional)

You don't need to answer all of these.

- Which project felt the easiest to start?
- What surprised you about using AI this way?
- How might you use this again in the future?