

AI Made Simple

How artificial intelligence can make your life easier

Major AI Models for personal use

Freely available public AI models:

- ChatGPT.com
- Grok.com
- Gemini.Google.com
- Plus, several others, just ask an AI for help

Simple AI Prompt Sheet

The Basic Formula:

What you want

Who it is for

Any important details

How you want the answer formatted

Template:

Act as a [role]. Help me [task]. The audience is [audience]. Include [details].

Format the response as [format].

Examples

Writing

Write a friendly email to a neighbor thanking them for their recent party

Learning

Explain how solar panels work as if you were teaching a 12-year-old

Planning

Create a 3-day itinerary for a trip to Austin focused on food, history, and walking tours

Brainstorming

Give me 20 creative birthday party ideas for a 12-year-old girl who loves animals and art

Summarizing

Summarize this article in 5 bullet points and include the three most important takeaways [*include link to web page*]

Improving Writing

Rewrite the following paragraph to sound more professional and concise

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Helpful Add-On

Ask for Simplicity - Explain this in plain English.

Ask for More Detail - Provide step-by-step instructions with examples.

Ask for Creativity - Give me 10 unique ideas that are fun and unexpected.

Ask for Comparison - Compare these options in a table showing pros, cons, and costs.

Ask for Feedback - Review this document and suggest improvements.

When the First Answer Isn't Perfect

Try follow-up prompts such as:

- "Make it shorter."
- "Make it more professional."
- "Add examples."
- "Explain it more simply."
- "Turn this into a checklist."
- "Rewrite for a 12-year-old."
- "Give me three alternative versions."

Golden Rule

The more specific your prompt, the better the result.

Instead of:

Write a birthday card.

Try:

Write a lighthearted birthday card for a 12-year-old granddaughter who loves animals, drawing, and making people laugh. Keep it warm, fun, and about 150 words.

AI works best when you treat it like a helpful assistant: give it context, explain your goal, and don't hesitate to ask for revisions.