

Quick-Start Checklists

Checklist 1: Setup (10 minutes)

- ☐ Pick ONE AI tool (ChatGPT, Gemini, Copilot, or Claude)
- ☐ Create an account with email and a password
- ☐ Write the password somewhere safe
- ☐ Type the "Hi, I am new to this" prompt (Prompt 1)
- ☐ Install the same app on your phone
- ☐ Find the microphone or voice button
- ☐ Make the text bigger if needed (Ctrl and plus key on a computer)

Checklist 2: The W.H.A.T. Recipe for Every Prompt

- [] **Who** is it for? ("I am 70 and retired")
- [] **How** should it sound? ("Short, friendly, plain English")
- [] **About** what? (The task)
- [] **Tweaks**? (Length, tone, number of versions)
- [] Ask a follow-up to improve it

Checklist 3: Safety Before You Paste

- ☐ No Social Security number
- ☐ No bank or card numbers
- ☐ No passwords or PINs
- ☐ Names and addresses removed where possible
- ☐ I will double check health, money, and legal answers with a professional

Checklist 4: Scam Check

- ☐ Did someone rush me or ask for gift cards, wire, or crypto?
(Red flag)
- ☐ Did I paste the message into AI and ask "Is this a scam?"
- ☐ Did I call the company on the official number, not the one in the message?
- ☐ Does my family have a code word for emergency calls?

Checklist 5: Your 7 Day Plan

- [] Day 1: Set up and say hello
- [] Day 2: Write a thank-you note
- [] Day 3: Plan dinners from your kitchen
- [] Day 4: Explain a confusing paragraph
- [] Day 5: Try voice mode
- [] Day 6: Hobby practice plan or trivia
- [] Day 7: Start your life stories