

AI 101: Your First Steps with Artificial Intelligence

You do not need to become an AI expert.

You only need to know enough to decide where AI can help you.

Artificial Intelligence, or AI, is technology that can help computers perform tasks that usually require human intelligence. It can recognize patterns, summarize information, draft writing, generate ideas, explain concepts, organize messy thoughts, and help you make plans.

AI predicts likely responses based on patterns in data. That means it can be extremely useful, but remember that it can also be wrong.

Use AI as a helper, not as the final authority.

What AI Can Help With

AI is especially useful for repeatable tasks, messy information, and “blank page” moments.

Try using AI for:

- Writing emails, letters, invitations, or thank-you notes
- Summarizing long articles, documents, transcripts, or meeting notes
- Explaining confusing information in plain English
- Planning meals, groceries, errands, trips, or events
- Recommending books, movies, podcasts, or hobbies
- Brainstorming creative ideas
- Comparing options before making a decision
- Turning a brain dump into an organized plan
- Learning a new subject or hobby
- Breaking a big project into smaller steps

The goal is to let AI handle some of the organizing, drafting, summarizing, and planning so you can spend more energy on the parts only you can do or want to do.

FIND YOUR FIRST AI USE CASE

A 5-Minute Self-Assessment

You don't need to become an AI expert.

You only need to discover **one place where AI can make your life easier.**

Instructions

Circle or check the answer that sounds most like you.

At the end, count which letter you selected most often.

A B C D E F G H I J

1. What would feel most helpful this week?

- A.** Help writing emails, texts, letters, or messages
 - B.** Help understanding or summarizing something confusing
 - C.** Help finding my next great book, movie, podcast, or hobby
 - D.** Help learning something new
 - E.** Help with meals, groceries, chores, or household planning
 - F.** Help planning a trip, outing, party, or experience
 - G.** Help finishing a project I keep putting off
 - H.** Help comparing options or making a decision
 - I.** Help developing a creative idea
 - J.** Help organizing my week, schedule, or routines
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2. Which sentence sounds most like you?

- A.** I know what I mean, but I struggle to write it clearly.
 - B.** I don't want to read everything just to find the main point.
 - C.** I want recommendations that actually fit my interests.
 - D.** I would love to learn something, but I need someone to make it approachable.
 - E.** I'm tired of deciding what to eat or what needs to be done next.
 - F.** I enjoy planning, but there are too many details.
 - G.** I have a project that feels too big to start.
 - H.** I need help thinking through the pros, cons, and tradeoffs.
 - I.** I have ideas but need help shaping them.
 - J.** My life feels busier than my system.
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3. What kind of help would you actually use?

- A. Rewrite this so it sounds better.
 - B. Explain this in plain English.
 - C. Recommend something based on my taste.
 - D. Teach me step by step.
 - E. Make a plan using what I already have.
 - F. Build an itinerary or schedule.
 - G. Break this into smaller steps.
 - H. Help me decide what matters most.
 - I. Brainstorm possibilities with me.
 - J. Help me create a routine I can follow.
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4. What do you most often wish you had?

- A. A patient editor
 - B. A plain-language translator
 - C. A personal librarian
 - D. A kind tutor
 - E. A household assistant
 - F. A travel or event planner
 - G. A project coach
 - H. A thinking partner
 - I. A creative collaborator
 - J. A personal organizer
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5. What kind of result would make you say, "That was useful?"

- A. A message I can actually send
- B. A clear summary I understand quickly
- C. A recommendation that feels personal
- D. A simple learning plan
- E. A meal plan, grocery list, or household checklist
- F. A realistic trip, outing, or event plan
- G. A project plan with small next steps
- H. A clearer decision
- I. A better idea than the one I started with
- J. A calmer week

Your Result

Count the letter you selected most often.

Mostly...	Your AI Style
A	Communication Helper
B	Summarizer & Explainer
C	Personal Librarian
D	Learning Companion
E	Household Helper
F	Travel & Experience Planner
G	Project Coach
H	Decision Partner
I	Creative Collaborator
J	Life Organizer

Tie?

Choose the result that would make the biggest difference during the next seven days.