FREE LARGE PRINT PLAN · 15 MINUTES A DAY

Your First Week with AI

A gentle seven-day plan to get comfortable with an AI assistant such as ChatGPT, Claude, Gemini or Copilot. Use the official app or website, and keep this sheet next to you.

☐ **Day 1: Say hello**	Ask the assistant to introduce itself in simple words, then ask one thing you have always been curious about.
☐ **Day 2: Practice the five habits**	Say who you are, what you need, the details and the format. Then ask a follow-up to change one thing.
☐ **Day 3: Write something**	A birthday message, a thank-you note or a polite email. Change the words until it sounds like you.
☐ **Day 4: Understand something**	Paste a confusing paragraph, without personal details, and ask for a plain-English explanation. Check the key points.
☐ **Day 5: Learn something**	Ask to learn a hobby or topic in five short steps, with three easy quiz questions at the end.
☐ **Day 6: Plan something**	A day trip, a family gathering or a garden project, with a simple checklist.
☐ **Day 7: Use your voice or a photo**	If your app allows it, ask by voice, or photograph a plant or a recipe and ask about it.

Never type these into an AI assistant

- Social Security or Medicare number
- Bank, card or account numbers
- Passwords and verification codes
- Full date of birth with name and address
- Photos of IDs, cards or financial papers
- Detailed medical records

Simple rule: do not type anything you would not want a stranger to read. Always check important facts about health, money and the law.

From **AI Made Simple**, the complete large print guide for beginners and seniors (Big & Clear Guides, Olimpia Pubblicazioni). Free to print and share.
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