

AIVISTA ACADEMY

Baby Steps With AI

Module 3

AI for Your Daily Life

AI made simple. One step at a time.

Who used it this week?

- What happened?
- Wins and failures both count

Here's the truth about time savings

Not one impressive use.

Four boring ones, every week.

The four routines

- WRITE it faster
- SHRINK it
- PLAN it
- UNDERSTAND it

Routine 1 - Write it faster

- Who it's for
- What needs to happen
- What tone fits

The rule

AI writes the draft.

You write the last 10 percent.

Routine 2 - Shrink it

"Summarize this in five bullets.
Then tell me the one thing
I actually need to do about it."

For long email chains, add:

"Who is waiting on me, and for what?"

Routine 3 - Plan it

- What you want to accomplish
- Your REAL constraints
- Ask for an order
- Then push back on it

Routine 4 - Understand it

"Explain it in plain English,
as if I'm smart but have
no background in it."

Ask it what you'd be embarrassed to ask

It doesn't judge.

It just explains again.

Make it sound like you

- Paste in two things you wrote
- Say: match this voice
- Then: stop using [word]

Your prompt library

- Five or six that work
- Leave blanks so they're reusable
- Save it the moment it works

Your turn

- 3.1 write · 3.2 shrink
- 3.3 plan · 3.4 build your library

This week

- Pick ONE routine
- Use it every day for seven days
- Add up the time you saved

Which one are you picking?

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