

AIVISTA ACADEMY

Baby Steps With AI

AI made simple. One step at a time.

MODULE 3

AI for Your Daily Life

Building the habit that actually saves you time

STUDENT WORKBOOK

NAME

DATE

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What you'll be able to do

- Run the four daily routines: write, shrink, plan, understand.
- Build a personal prompt library you can copy and paste from.
- Teach the AI to sound like you instead of like a press release.
- Set a realistic habit target for the next seven days.

THE BIG IDEA

The time savings do not come from one impressive use. They come from four small, boring uses repeated every week.

BY THE END OF THIS MODULE

You have four repeatable routines you can run any day of the week, and a saved set of prompts you can reuse without thinking.

Routine 1 - Write it faster

This is the one people use most, and the one that pays back fastest. Any message you dread writing is a candidate.

The pattern: tell it who you are writing to, what you need to happen, and what tone fits. Then edit what comes back.

Example: 'Write a polite but firm follow-up to a customer who has not paid an invoice that is three weeks overdue. We have a good relationship and I want to keep it. Four sentences, no threats, clear ask.'

Do not send the first draft. Read it out loud. Change the two or three phrases that are not how you talk. That takes a minute and makes it yours.

REMEMBER THIS

Rule: AI writes the draft, you write the last 10 percent. That 10 percent is what makes it sound human.

Routine 2 - Shrink it

Anything long that you need the gist of: an article, a contract summary, a forwarded email chain, a set of meeting notes, a policy document.

The pattern: paste it in, then say what shape you want the summary in.

Best version of the ask: 'Summarize this in five bullets. Then tell me, in one sentence, what I actually need to do about it.' The second half is what makes it useful instead of merely shorter.

For long email chains, add: 'Who is waiting on me, and for what?' That question alone has saved people entire mornings.

Routine 3 - Plan it

AI is good at turning a vague intention into an ordered list of steps.

The pattern: describe what you want to accomplish, describe your real constraints, and ask for an order.

Example: 'I need to prepare for a family reunion for 30 people in six weeks. I work full time and have two free evenings a week. Give me a week-by-week plan with what to do first.'

Then push back on it. 'Week three is too heavy, spread it out.' 'I forgot - my sister is handling food, remove that.' Planning is a conversation, not a printout.

REMEMBER THIS

Give it your real constraints. A plan that ignores your actual life is worse than no plan.

Routine 4 - Understand it

Anything you have nodded along to without really following: a medical term, a tax form, insurance language, a clause in a lease, something your grandchild said.

The pattern: ask for plain English, at your level, with a comparison.

Example: 'Explain what an escrow account is, in plain English, as if I am smart but have never bought a house. Use one everyday comparison.'

Then keep going. 'Simpler.' 'Give me another comparison.' 'What is the catch nobody tells you?' You can ask it the questions you would feel embarrassed asking a person - and that is one of the quietly great things about this tool.

Teaching it to sound like you

Default AI writing has a tell: it is smooth, slightly formal, and overly balanced. It sounds like nobody in particular.

The fix takes 30 seconds. Paste in two or three things you have actually written - emails are perfect - and say: 'This is how I write. Match this voice from now on in this conversation.'

It will get noticeably closer. Then tell it what to stop doing: 'Stop using the word leverage.' 'Shorter sentences.' 'I never start emails with I hope this finds you well.'

REMEMBER THIS

If people can tell AI wrote it, you skipped this step.

Your prompt library

The people who get real value from AI are not writing brilliant new prompts every day. They are reusing five or six that already work.

Keep them anywhere you like - a note on your phone, a document, a sticky note. When a prompt gives you a great answer, save it immediately. You will not remember it tomorrow.

Leave blanks in them so they are reusable: 'Write a follow-up to [who] about [what]. Tone: [tone]. Under [number] sentences.'

Words worth knowing

You will hear these. Now you can use them.

TERM	WHAT IT MEANS
Routine	A prompt pattern you reuse, rather than inventing one each time.
Prompt library	Your saved collection of prompts that already work.
Template prompt	A saved prompt with blanks in it, ready to fill in.
Voice matching	Giving it your own writing so the output sounds like you.
The last 10 percent	The edit you make before sending. Non-negotiable.
Push back	Replying to correct or redirect a plan or draft.

Your turn

Write in this book. The people who write things down are the people who still use this in six months.

Exercise 3.1 - Write it faster

10 MINUTES

1. Think of a message you have been putting off. Write the prompt for it below, then run it.
2. Note the two phrases you changed before you would have sent it.

Exercise 3.2 - Shrink something real

10 MINUTES

1. Find a long email chain or article. Paste it in and ask for five bullets plus the one thing you need to do.
2. Write that one thing below.

Exercise 3.3 - Plan something you've been avoiding

15 MINUTES

1. Pick something with a deadline. Give the AI your real constraints - time, money, help available.
2. Push back at least twice on the plan it gives you. Note what you changed.

Exercise 3.4 - Build your library

15 MINUTES

1. Write your three best prompts from today below, with blanks in them so you can reuse them.
2. Then copy them somewhere you will actually look - phone notes, a document, anywhere.

Prompt 1

Prompt 2

Prompt 3

Check yourself

Tick each one honestly. Anything unticked is the thing to go back to.

- ☐ I have run all four routines at least once.
- ☐ I have three reusable prompts saved somewhere outside this workbook.
- ☐ I have taught it to match my writing voice.
- ☐ I edit before I send, every time.
- ☐ I know which routine I will use most this week.

Before the next module

- Pick one routine and use it every day for seven days. One is enough.
- Add one prompt to your library each time something works well.
- At the end of the week, add up the time you saved. Write the number down - you will need it in Module 5.

Stuck on anything?

Email gripent@babystepswithai.com and say exactly where you got stuck. Nobody gets left behind in this course.

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