

AIVISTA ACADEMY

Baby Steps With AI

AI made simple. One step at a time.

FREE DOWNLOAD

The AI Starter Checklist

From never used it, to your first real result.
Seven small steps. About thirty minutes.

You do not need a tech background.

You do not need to understand how any of it works. You need a starting point and somebody who will not rush you. That is what this is.

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Before you start

Print this, or keep it open on your phone while you work on a computer. Tick the boxes as you go. That sounds childish and it is the reason people finish.

Do not read the whole thing first. Do step one, then step two. The steps are small on purpose.

THE ONLY PROMISE THIS MAKES

By the end of step seven you will have used AI to finish something real from your own life. Not a demo. Not a test. An actual task you would otherwise have done yourself.

The seven steps

1

Pick your one thing

3 MINUTES

Do this before you touch a computer. People who skip it end up typing "hello" into an AI, getting a polite reply, and closing the window.

Think about last week. Find one task that involved words - something you wrote, something long you had to read, something you had to plan or explain. Pick the one that annoyed you most.

- ☐ I have thought of a real task from my own life
- ☐ It is small enough to finish today
- ☐ I have written it on the line below

My one thing is:

2

Make your account

5 MINUTES

We will use Claude. It is well suited to beginners and the free level does everything in this checklist. Everything you learn here works the same way on the other major tools.

- ☐ Open your web browser and go to claude.ai
- ☐ Click the sign up button
- ☐ Enter your email address, or use a Google account if you have one
- ☐ Check your email for a code - look in your spam folder if it is not there within a minute, this is normal
- ☐ Enter the code on the page
- ☐ Answer the few setup questions
- ☐ Find the box that asks how it can help you today - that box is where everything happens

IF YOU GOT STUCK ON ONE OF THESE STEPS

You have not failed. Getting stuck at signup is the single most common place people stop, and it is almost always a verification email sitting in spam. Email gripent@babystepswithai.com and say which step number you are on. Nobody gets left behind.

3

Send your first message

2 MINUTES

Do not try to be clever. Type this exactly as written, then press enter.

- ☐ I typed the message below and read what came back
- ☐ I noticed at least one thing it offered that surprised me

TYPE THIS, WORD FOR WORD

Explain what you can help me with, in plain English, as if I have never used AI before.

That is it. You have now used AI. Everything from here is learning to ask better.

4

Learn the recipe

5 MINUTES

Almost every disappointing AI answer is missing the same four things. Fill these in for your one thing before you type anything.

- ☐ I have filled in all four boxes below

ROLE - who should it act as?

Example: You are an experienced office manager.

TASK - what do you want made?

Example: Write an email declining a meeting invitation.

CONTEXT - what do only you know?

Example: It is my boss. I have a client deadline that morning. I want to offer Thursday instead.

FORMAT - how long, and what tone?

Example: Under five sentences. Warm but professional.

5

Do your one thing

10 MINUTES

Type all four parts into the box as one message. Not four separate messages - one.

Then read what comes back.

- ☐ I put all four parts into one message
- ☐ I got something back that is at least close to useful

6

Reply three times

5 MINUTES

This is the step almost everyone skips, and it is where the tool actually becomes useful.

Do not accept the first answer and do not start over. Reply to it, the way you would to a person who handed you a draft.

- ☐ I replied at least three times to improve it
- ☐ The answer got better each time

THINGS YOU ARE ALLOWED TO SAY

- "Make it shorter."
- "Too formal. Warm it up."
- "You missed that she has been a customer for six years."
- "Give me three different versions."
- "That third one. More like that."
- "That is wrong - the deadline is April, not February."

It will not take offense. It does not get tired of you. That is one of the quietly great things about this.

7

Save what worked

2 MINUTES

When a prompt gives you a good answer, save it immediately. You will not remember it tomorrow.

Leave blanks in it so you can use it again on something else.

- ☐ I copied my prompt somewhere I will actually look - phone notes, a document, anywhere
- ☐ I left blanks in it so it is reusable

My first saved prompt:

Two rules to carry with you

Everything else is detail. These two are not.

RULE ONE

Trust it with the first draft. Never trust it with the final fact.

AI can state something completely false in a calm, well-written, confident sentence. It is not lying - it is guessing, and a wrong guess sounds exactly like a right one. Anything that is a name, a date, a number, a price, a law or a source, check it yourself before you use it. Drafts, rewrites and summaries of text you gave it are much safer.

RULE TWO

Do not paste in anything you would not email outside your company.

No Social Security numbers. No card or bank details. No passwords. No medical records. No client files covered by an agreement you signed. Everything else is generally fine. If you hesitate, that hesitation is the answer.

What to do tomorrow

One task. Anything. The habit matters far more than the task does.

People who use AI once are impressed and then forget about it. People who use it for seven days in a row still have it a year later. That is the whole difference, and it is a much lower bar than becoming an expert.

Your seven days

- ☐ Day 1
- ☐ Day 2
- ☐ Day 3
- ☐ Day 4
- ☐ Day 5
- ☐ Day 6
- ☐ Day 7

Where to go from here

You have done the hardest part, which was starting. Here is what is next, in order.

- Use it every day this week. One task a day. Do not add anything new yet.

- Read the blog at babystepswithai.com - start with "What Is AI, Really?" and "Why Your AI Answers Are Boring."
- When you want to go deeper, the Baby Steps With AI course takes you from here to using AI in your work and your business, five sessions, one week apart.

Stuck on anything at all?

Email gripent@babystepswithai.com and say exactly which step number you got stuck on. A real person reads it. Nobody gets left behind in this.

You are not behind. You are early.

Most people have still never used one of these tools for anything real.

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