

AI for Everyday Life: Printable Workbook

Use this workbook with the online course or during a live CodeForce workshop. The goal is practical confidence: ask better questions, protect private information, and check answers before using them.

1. Safe Setup Notes

Where to sign in	Use the official ChatGPT website or app. Write the account email used for class.
Recovery info	Write where recovery phone or backup email is stored.
Privacy boundary	List three things never to paste into AI.

2. Prompt Formula

I am...	Describe who you are or what situation you are in.
You are...	Ask AI to act as a plain-language explainer, editor, planner, tutor, or checklist maker.
Task	State exactly what you need.
Details	Add audience, tone, location, deadline, budget, or limits.
Format	Ask for bullets, steps, table, email draft, checklist, or simple explanation.

3. Practice Prompt

Bad prompt	
Better prompt	
What changed?	

4. Everyday Prompt Library

Explain a confusing message	Explain this in plain English and list what I should check before responding.
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Write a polite email	Draft a clear, friendly email about the situation below. Keep it short and respectful.
Make a plan	Turn this goal into a simple checklist with the first three steps.
Study help	Explain this topic for a beginner, then give me five practice questions.
Technology help	Explain what this screen means and what I should check before clicking anything.

5. Screenshot Safety Checklist

Before uploading a screenshot, check for visible names, addresses, phone numbers, passwords, bank information, medical details, private photos, or account numbers. Crop or cover private details first.

What is visible?	
What should be hidden?	
What question will be asked?	

6. Document and Letter Help

Document type	Bill, notice, school email, appointment message, policy, letter, or form.
Safe question	What does this mean in plain English? What are the deadlines? What should I verify?
Do not paste	Full account numbers, login codes, or private identifying details.

7. AI Answer Review

Fact check	What claim needs checking?
Official source	Where can this be verified?
Tone check	Does this sound like me?
Action check	What should happen before sending, buying, clicking, or posting?

8. My Weekly AI Habit

Choose one small task to repeat this week: summarize a confusing message, draft a polite email, plan errands, make a meal list, practice a skill, or create a checklist.

My habit	
Day and time	
How I will know it helped	

CodeForce help

For patient AI training, computer help, online safety support, or small business technology help, call/text 413-887-4355 or visit [CodeForce.us](https://codeforce.us).