Your Personal AI Action Plan

Turn what you've learned into one real, useful AI-assisted result.

LEARN AI. BUILD CONFIDENCE. TOGETHER.



PROJECT FREEDOM TOGETHER

WELCOME

You have learned the foundations. Now it is time to stop thinking about AI in general and use it for something that matters to you

This action plan helps you choose one real opportunity, work through it with an AI tool, improve the result, and capture what you learned.

1. CHOOSE YOUR OPPORTUNITY

Which sounds closest?

- □ Save time on a repeated task
- □ Write or communicate something
- □ Research or understand information
- □ Plan or organise something
- □ Learn something
- □ Create something
- □ Solve a problem or make a decision
- □ Work on a personal project
- □ Something else: _____

The opportunity I want AI to help me with is:

_____

_____



FREEDOM TIP

The goal is not to use AI more. The goal is to make something better, easier or faster.

2. DEFINE THE RESULT

My goal is:

_____

_____

When this is done, I want to have:

_____

_____

Why does this matter to me?

_____

_____

3. USE THE SIMPLE STARTING PROMPT

Open your preferred AI tool — for example, ChatGPT, Microsoft Copilot, Google Gemini, or another AI assistant you use.

Starting prompt:

> "I need help with ***[describe the task]***. My goal is ***[describe what you want to achieve]***. Please help me work out the best way to approach this."



FREEDOM TIP

You do not need the perfect first prompt. Start the conversation, then improve it.

Worked Example: From Task to Result

Opportunity: I need to prepare for a meeting.

Goal: I want to arrive organised and confident.

Prompt:

"I need help preparing for a meeting about a new project. My goal is to arrive organised and confident. Please help me work out the best way to prepare. Ask me any questions you need first."

Then: Review the response. Add context. Ask for a simpler checklist. Remove anything that does not fit your situation**.**

Result: A practical meeting-preparation checklist tailored to the actual situation.

4. WORK WITH THE AI

Try questions such as:

- □ "Make this simpler."
- □ "Give me a practical example."
- □ "What information are you missing?"
- □ "What would you change if my priority was saving time?"
- □ "Show me the next step only."
- □ "What should I check before I use this?"

What did you ask next?

_____

_____

What improved after you gave AI more context?

_____

_____

FREEDOM TIP

You do not need the perfect first prompt. Start the conversation, then improve it.

5. CHECK THE RESULT

Does the result actually match my goal?

□ Yes □ Partly □ No

What needs checking or correcting?

_____

_____

What information should I verify elsewhere?

_____

_____

What should I not share with the AI?

_____

_____

6. TURN THE WIN INTO A REPEATABLE HABIT

What part of this process could I repeat?

_____

What would I need to save for next time?

_____

Could this become a simple checklist or workflow?

□ Yes □ Maybe □ Not yet

My repeatable process in one sentence:

_____



FREEDOM TIP

AI suggests. You decide.

7. MY FIRST AI-ASSISTED RESULT

What did I start with?

_____

_____

What did AI help me do?

_____

_____

What did I change or improve?

_____

_____

What result did I get?

_____

_____

Will I use this again?

□ **Yes** □ **Maybe** □ **No**

8. WHAT YOU HAVE LEARNED

□ A useful AI opportunity starts with a real outcome.
□ A clear starting prompt is enough to begin.
□ You can improve an AI response through conversation.
□ More context can produce a more useful result.
□ Important AI outputs should be checked.
□ A successful experiment can become a repeatable habit or workflow.
□ You remain responsible for the final result.



FREEDOM TIP

One successful use of AI is more valuable than ten AI tips you never use.

9. WHAT WOULD YOU LIKE AI TO HELP YOU WITH NEXT?

You have just taken one real problem and turned it into an AI-assisted result. What would you like to be able to do next?

- □ Save me more time
- □ Organise my work or life
- □ Create better content
- □ Research and understand information
- □ Build repeatable workflows
- □ Find the right AI tools
- □ Understand AI agents
- □ Use AI more effectively at work
- □ Something else: _____

The thing I would most like AI to help me with is:

_____

_____

_____

10. KEEP GOING

You have now moved from learning about AI to using it for a real purpose. The next step is not to learn everything. It is to find the next useful problem worth solving.



FREEDOM TIP

Your questions help us build better solutions for you.

- □ Find where you're losing time
- □ Turn a time-consuming task into a simple process
- □ Build a practical AI workflow
- □ Stop reinventing the wheel
- □ Measure whether you're really saving time

Ready to Save More Time?

You've just used AI to create one useful result.

Now take the next step:

find one task that's costing you time and turn it into a practical, repeatable AI-assisted process.

DISCOVER THE AI TIME-SAVER →