



AI GUIDE SERIES · BOOK TWO

AI for Everyday Life

Patrick Thomas

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*50 Practical Ways to Save Time, Solve Problems, and
Think Better with AI*

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Introduction

The Tool Nobody Taught You

You have probably heard a lot about artificial intelligence lately.

It shows up in the news. People argue about it at dinner. Schools debate it. Companies advertise it. Politicians talk about it.

But almost nobody sits down and shows you how to actually use it.

That is what this book does.

AI assistants — tools like ChatGPT, Claude, Gemini, and others — are available to anyone with a phone or a computer. Most of them are free. None of them require technical knowledge. You do not need to write code. You do not need a degree. You do not even need to be good with technology.

What you need is this: the ability to describe what you want in plain English.

If you can do that, you can use AI.

What AI Can Do

Think about all the small tasks that eat up your time and mental energy throughout the week.

Planning meals. Writing emails. Looking up information. Making decisions. Organizing a project. Learning something new. Preparing for a doctor's appointment. Figuring out what to do when something breaks.

AI can help with all of it.

It will not always get everything right. It will not replace a doctor, a lawyer, or a financial advisor. But it can save you hours every week and help you think more clearly about the things that matter.

What AI Cannot Do

Before we go any further, let's be honest about the limits.

AI makes mistakes. Sometimes it sounds completely confident while being completely wrong. It does not know you personally. It cannot look up live information unless it has a built-in search tool. It has no real up-

A Quick Note on How AI Works

You do not need a technical explanation to use AI well. But one concept will save you a lot of confusion.

AI assistants are trained on text from the internet, books, and other sources up to a certain date. After that date, they do not automatically learn new things. This is called a knowledge cutoff.

What does that mean for you? It means AI might give you outdated information about things that change frequently — medical guidelines, tax laws, prices, news events. Always check a current source when the information is time-sensitive.

How to Use This Book

Each chapter focuses on a specific area of life: choosing your AI tool, communicating effectively, saving time at home, working smarter, learning faster, making better decisions, and staying safe.

At the end of every chapter, you will find copy-and-paste prompts — ready-to-use templates you can drop directly into any AI assistant. These are not just suggestions. They are starting points designed to get you real results immediately.

You can read this book front to back, or jump to the chapter most useful to you right now.

Let's begin.

Chapter One

Choosing Your AI Assistant

Here is the most common mistake people make before they even begin.

They spend so much time trying to figure out which AI tool to use that they never actually use one.

Do not do that.

All of the major AI assistants — ChatGPT, Claude, Gemini, and Microsoft Copilot — are genuinely good. Any one of them will help you accomplish everything in this book. The differences are real but minor, especially when you are just getting started.

Pick one and start. You can always try another later.

The Main Options

Here is a plain-English summary of the four most widely used AI assistants.

ChatGPT — Made by a company called OpenAI, ChatGPT introduced most people to modern AI. It has a free version and a paid version called ChatGPT Plus. The free version works well for everyday tasks. Visit chatgpt.com or download the app on your phone.

Claude — Made by a company called Anthropic, Claude tends to write in a clear, natural style and is particularly strong at summarizing, explaining, and working through decisions. It has a free version and a paid plan called Claude Pro. Visit claude.ai or download the app.

Gemini — Made by Google, Gemini is built into Google's ecosystem, which means it works especially well if you already use Gmail, Google Docs, or Google Drive. It is free to use. Visit gemini.google.com.

Microsoft Copilot — Built into Windows and Microsoft products like Word and Outlook, Copilot is a strong choice if you already work in Microsoft's world. It is free at copilot.microsoft.com.

How to Sign Up

Signing up for any of these tools takes about two minutes.

Your First Conversation

Once you are signed in, you will see a text box. Click or tap it and start typing, then press Enter or tap Send.

Here is a simple first prompt you can use right now:

PROMPT

Hi. I'm new to AI and want to learn how to use you effectively. What's the best way to get started?

The AI will introduce itself and offer guidance. Read what it says, then ask a follow-up question. That's it. You have begun.

Free vs. Paid

Every tool mentioned in this chapter has a free version that is genuinely useful. You do not need to pay for anything to benefit from this book.

The paid versions add things like faster responses, longer conversations, and more advanced reasoning. If you find yourself using AI every day and running into limits, the paid plans typically cost between ten and twenty dollars per month.

Start free. Upgrade later if you need to.

The Habit That Changes Everything

The people who get the most out of AI are not the most technically skilled. They are the ones who make it a habit.

Try this: for one week, every time you catch yourself about to Google something, open an AI assistant instead. AI gives you a direct answer in conversational language rather than a list of links to click through. That one habit alone is enough to change how you think about the tool.

Common Beginner Mistakes

Expecting it to read your mind. AI works with the information you

Ready-to-Use Prompts

Your first conversation:

PROMPT

Hi, I'm new to AI. I'm going to ask you some questions to get comfortable. Let's start simple: what are three things you can help me with that most people don't think to ask about?

Test how it handles a personal question:

PROMPT

I'm [your age] years old and live in [your city or region]. What are five ways someone like me could use an AI assistant in daily life?

Get comfortable with follow-ups:

PROMPT

Can you take your last answer and make it more specific to someone who is [retired / working full-time / caring for a family member]?

Set your own learning goal:

PROMPT

I want to get better at using AI over the next 30 days. Create a simple daily practice plan that takes no more than 10 minutes a day.

Chapter Two

Talking to AI Like a Human

One of the biggest misconceptions about AI is that you need to speak to it in a special way.

You do not.

The best way to communicate with AI is the same way you would talk to a helpful, knowledgeable person. Use normal sentences. Explain your situation. Say what you need.

The problem is that most people have been trained by years of internet searching to communicate in a completely different way — short, fragmented, keyword-driven.

Search engines reward brevity. AI rewards context.

The Difference That Changes Everything

Here is a real example. If you type this into a search engine, it works fine:

PROMPT

chicken recipe

But if you type the same thing into an AI assistant, you get a generic response. The AI does not know if you are cooking for two or twelve, if you have thirty minutes or three hours, or what you already have in your refrigerator.

Now look at what happens when you add context:

PROMPT

I have chicken breast, broccoli, rice, and soy sauce. I need a healthy dinner for two people that takes less than 30 minutes to cook. I'm not very experienced, so please keep the steps simple.

Suddenly, the AI has everything it needs to be genuinely useful.

The Three-Part Framework

Almost every effective AI prompt contains three things.

Without the framework:

PROMPT

Write an email.

With the framework:

PROMPT

Context: I manage facilities for a local government agency. Goal: I need to respond to a contractor who asked about rescheduling an inspection. Constraints: Keep it professional, friendly, and under five sentences.

The second prompt gives the AI everything it needs. It now knows what success looks like before it writes a single word.

Give AI a Role

One simple technique that consistently improves results is telling the AI who you want it to be.

Act as an experienced travel agent.

Act as a financial coach who works with retirees.

Act as a personal trainer specializing in low-impact exercise.

Act as a friendly editor who helps non-writers communicate clearly.

Act as a patient tutor explaining a topic to a complete beginner.

Ask for the Format You Need

AI can present the same information in many different ways. You just have to ask.

"Give me this as a numbered list."

"Put this in a table so I can compare easily."

20 "Walk me through this step by step."

"Explain this like I have never heard of it before."

A Real Conversation Example

Here is how a conversation develops when you build on each exchange.

PROMPT

Prompt 1: Act as a financial coach. I want to get my spending under control but I don't know where to start.

The AI responds by asking about your situation — income, main expenses, whether you have a budget.

PROMPT

Prompt 2: I take home about \$4,200 a month. My biggest expenses are rent, groceries, and my car payment. I don't really track anything else and I feel like money just disappears.

The AI gives you a framework for tracking spending and suggests a simple budgeting approach.

PROMPT

Prompt 3: I've tried budgeting apps before and I always stop using them. Can you suggest something simpler that doesn't require an app?

Three exchanges, and you have actionable, personalized advice built around your actual situation.

Ready-to-Use Prompts

Use the three-part framework:

PROMPT

Context: [describe your situation]. Goal: I want to [describe what you need]. Constraints: [list any limits — time, budget, audience, tone, length].

Chapter Three

Saving Time at Home

Most people do not realize how much time they spend managing their home — not cleaning it or fixing it, but thinking about it.

Planning meals. Writing grocery lists. Keeping track of appointments. Remembering maintenance schedules. Organizing projects. Researching products.

These tasks may seem small on their own. But they pile up. Together, they can consume several hours every week — and that is before you factor in the mental energy of simply keeping track of it all.

Section 1: Meal Planning

Ending the "What's for Dinner?" problem. If your household spends more time deciding what to eat than actually cooking, you are not alone. AI can eliminate that decision fatigue.

PROMPT

Create five healthy dinners using chicken breast, ground turkey, rice, potatoes, and vegetables. Each meal should take less than 30 minutes. Keep the steps simple because I'm not a very experienced cook.

Building a weekly meal plan:

PROMPT

Create a seven-day meal plan for a family of [number]. We prefer [healthy / low-sodium / vegetarian]. Reuse ingredients whenever possible to keep the grocery bill down. Each dinner should take less than 45 minutes.

Cooking from what you already have:

PROMPT

I have the following ingredients: [list everything in your fridge and pantry]. What meals can I make tonight without buying anything else? ²⁵
Give me three options ranked from easiest to most involved.

Section 2: Managing Your Home

Cleaning schedules that actually work:

PROMPT

Create a realistic cleaning schedule for a [two / three]-bedroom home. I can only spend about 15 minutes per day on cleaning. Break the tasks into daily, weekly, and monthly jobs.

Home maintenance planning:

PROMPT

Act as a home maintenance expert. Create an annual home maintenance calendar organized by month. Include HVAC filters, smoke detectors, water heater, gutters, roof checks, and any other tasks a typical homeowner should do throughout the year.

Troubleshooting before you call a repairman:

PROMPT

My [appliance or system] is [describe the problem]. What are the most likely causes I can safely check myself before scheduling a repair?

Planning home projects:

PROMPT

I want to [describe your project]. Create a step-by-step plan including everything I need to buy, how to prepare, how to do the work, and how to clean up. Assume I'm a beginner with basic tools.

Organizing personal documents:

PROMPT

Help me create a simple filing system for household records. I need to

Section 3: Health and Wellness

Understanding medical information. Have you ever left a doctor's appointment with unfamiliar terms on a printed summary? AI is excellent at translating medical jargon into plain English.

PROMPT

My doctor mentioned [term or diagnosis]. Can you explain what this means in plain language — what it is, why it matters, and what questions I should ask at my next appointment?

Preparing for medical appointments:

PROMPT

I have an appointment with my doctor to discuss [describe your concern]. Help me create a list of questions I should ask. Also, what information should I bring to make the appointment more productive?

Creating an exercise routine:

PROMPT

Act as a personal trainer. I'm [your age] years old. I want to [describe your goal]. My limitations are [describe anything: bad knee, back pain, etc.]. I have access to [describe equipment or none]. Create a beginner-friendly four-week workout plan I can realistically stick to.

Improving sleep:

PROMPT

I struggle with [describe your sleep issue]. My current bedtime routine is [describe it briefly]. Help me design a better evening routine based on what actually works, and explain why each part helps.

Managing stress:

Section 4: Family and Personal Life

Planning events and gatherings:

PROMPT

Help me plan a [type of event] for approximately [number] guests. The event is in [timeframe]. My budget is approximately \$[amount]. Create a planning checklist with a timeline, a shopping list, food estimates, and any details I might overlook.

Navigating government and benefits. Understanding Medicare, Social Security, VA benefits, or any government program can feel like reading a foreign language. AI can help.

PROMPT

Can you explain how [Medicare Part B / Social Security retirement benefits / VA disability benefits] works in plain language? Cover what it is, who qualifies, how to apply, and the most common questions people have. I will verify the details on the official government website.

Helping with caregiving. If you are caring for an aging parent or a family member with a chronic condition, AI can support you.

PROMPT

I am helping care for my [family member] who has [condition]. I want to understand: what does this condition involve day-to-day, what should I be watching for, and what questions should I be asking their doctor? Also, what caregiver resources typically exist for situations like mine?

Making smart purchases:

28 PROMPT

Help me decide between these options: [list the products or describe what you are shopping for]. My priorities are [price / durability / ease

Chapter Four

Using AI at Work

Most jobs involve two very different kinds of work.

The first kind creates value. It requires judgment, experience, creativity, and leadership. This is the work that makes you good at your job.

The second kind supports the first. Writing emails. Summarizing meetings. Creating reports. Building checklists. Formatting documents. Researching background information.

Most professionals spend far more time on support work than they realize. AI can handle a remarkable amount of it, which frees you to focus on what requires a human.

Writing Better Emails

Email is the most immediate place to see AI's value at work. Many people spend twenty minutes or more staring at a blank screen trying to find the right words for an email that will take the recipient thirty seconds to read.

AI can draft that email in seconds. You edit, adjust, and send.

PROMPT

Draft a professional email to [role or name]. The situation is: [describe it]. The tone should be [professional and warm / firm but respectful / friendly / formal]. Keep it to [X] sentences or fewer.

Improving what you've already written:

"Make this more concise — cut it by about half."

"The tone is too aggressive. Soften this while keeping my main point."

"Rewrite this so someone with no industry background can understand it."

"This email is unclear. Help me reorganize it so the main request comes first."

Meeting Agendas and Notes

Creating Reports and Summaries

PROMPT

I need to write a [type of report]. The key information is: [describe or paste it]. Create a clear, professional structure and fill it in. Write for an audience of [senior leadership / department managers / technical staff].

For executive audiences, a summary is often more valuable than a full report:

PROMPT

Create a one-page executive summary of the following information: [paste the content]. Focus on: key findings, major risks, and recommended next steps. Use plain language and avoid jargon.

Project Planning

PROMPT

Act as a project manager. I need to [describe the project]. Create a project plan that includes: major phases, key milestones, potential risks, task dependencies, and a suggested timeline.

AI is particularly useful for spotting risks you might not have thought of:

PROMPT

Here is my project plan: [paste it]. What risks or complications might I be overlooking? What questions should I answer before the project begins?

Building Checklists and Procedures

32 "Create a new employee onboarding checklist for someone starting in [role]."

"Build a pre-event checklist for hosting a [type of event]."

WATCH OUT FOR

Before using AI for work-related tasks, check your organization's policies. Never enter into a public AI assistant: confidential business information, proprietary financial or legal data, personal employee information, client or customer private data, or passwords and security credentials.

Always review AI-generated content before sharing it. The output is a starting point, not a finished product. You are responsible for whatever you send out under your name.

Ready-to-Use Prompts

Draft an email:

PROMPT

Draft a professional email to [role or name]. The situation is: [describe it]. The goal is to [describe what you need to happen]. Keep the tone [formal / friendly / firm] and the length under [X] sentences.

Organize meeting notes:

PROMPT

Here are my raw meeting notes: [paste them]. Organize these into: decisions made, action items with owners and deadlines, open questions, and a brief summary paragraph.

Project risk review:

PROMPT

Review this project plan: [paste it]. What risks, gaps, or overlooked dependencies do you see? What questions should I answer before we begin?

Prepare for a tough conversation:

Chapter Five

Learning Faster with AI

For most of human history, learning was limited by access.

You needed a teacher, a textbook, a library, or someone patient enough to explain things to you.

That changed.

Today you have something available at any hour, on any topic, that will answer your questions in plain English, check your understanding, adjust its explanation if you are confused, and never get impatient. For free.

Think of AI as a Personal Tutor

The best way to understand AI as a learning tool is to think of it as a private tutor who has read an enormous amount on almost every subject and has all the time in the world for your questions.

You ask how a 401(k) works. The AI explains the basics. You mention you are 58. It tailors the explanation to your age and stage. You ask what questions to bring to your financial advisor. It gives you a concrete list.

That entire sequence — which once would have required paying an advisor or attending a class — takes about ten minutes.

Learning Any New Skill

PROMPT

I want to learn [skill: photography / personal finance / home repair / public speaking / cooking]. Create a 30-day learning plan for a complete beginner. Break it into weekly steps and tell me what to focus on first.

Understanding Complex Topics

"Explain how inflation works like I'm a high school student who has never taken economics."

37

"Explain what a credit score actually measures and what makes it go up or down."

Learning New Technology

PROMPT

Teach me how to use [technology: Google Drive / Excel / my iPhone / a specific app]. Start with the absolute basics and assume I have never used it before. Walk me through the most important things to know first.

Testing Your Own Understanding

PROMPT

Quiz me on [topic]. Ask me one question at a time. After each answer, tell me whether I was right, correct any mistakes, and ask the next question. Keep going until I get ten in a row.

Or use one of the most effective learning techniques known to educators — the Feynman method:

PROMPT

Teach me [topic] using the Feynman method. Start with a simple explanation. Then ask me to explain it back in my own words. Point out any gaps and keep teaching until I can explain the concept clearly without looking anything up.

The Feynman method works because explaining something in your own words forces you to actually understand it — not just recognize familiar language.

Curiosity as a Skill

Many adults stop learning because they believe formal education is over. But curiosity is one of the most valuable things a person can develop at ³⁸any age. The cost of asking a question has never been lower.

Lean into that.

Chapter Six

Making Better Decisions with AI

Every day brings decisions — some simple, some genuinely difficult.

Should I retire? Should I change careers? Should I move? Should I take on debt? Should I have this surgery?

Good decisions rarely come from having perfect information. They come from thinking clearly — considering the right factors, understanding the risks, and not being blinded by emotion.

AI cannot make decisions for you. But it can help you think more clearly, see things you might have missed, and organize information so a difficult choice feels less overwhelming.

AI as a Thinking Partner

The best way to use AI for decisions is not to ask: "What should I do?"

It is to ask: "Help me think through this."

Think of AI as a sounding board — one that will not tell you what you want to hear, will not get emotionally involved, and will not get tired of the conversation.

Section 1: Personal Decisions

The basic decision framework:

PROMPT

Help me think through a decision I'm facing. Ask me questions one at a time to understand my situation. Once you understand it well, help me identify: (1) my real options, (2) the key factors I should weigh, (3) what I might be overlooking, and (4) how this decision might look different in five years.

Pros and cons done right:

PROMPT

Help me create a pros and cons analysis for [decision]. After listing both sides, assign a relative weight to each factor based on how much it

The pre-mortem. Instead of imagining success, imagine failure — and work backward to understand why.

PROMPT

Assume I made this decision — [describe it] — and one year from now it turned out to be a serious mistake. What are the most likely reasons it went wrong? What warning signs would have been visible early on that I might have ignored?

Challenging your own assumptions. Humans naturally seek information that confirms what we already believe. This is called confirmation bias, and it makes us worse decision-makers.

PROMPT

I'm leaning toward [decision or position]. Play devil's advocate. Give me the strongest possible argument against my position. Do not soften it.

Section 2: Financial Decisions

Creating a simple budget:

PROMPT

Help me create a simple monthly budget. My take-home income is approximately \$[amount]. My main expense categories are: [list them]. I want something simple that I will actually use — not a perfect system.

Major purchase decisions:

PROMPT

I'm considering buying [describe the purchase]. Help me evaluate this decision. Ask me about my budget, how often I would use it, what I actually need it for, and whether there are alternatives I have not considered.

Section 3: Career Decisions

Evaluating a job change:

PROMPT

Help me evaluate a potential job change. Current situation: [describe your current role briefly]. New opportunity: [describe it]. Compare these options across: salary, growth opportunities, job security, work-life balance, and how well each aligns with what I want long-term.

Planning a career transition:

PROMPT

I'm currently working as [current role] and interested in transitioning to [target field]. What skills do I need to develop? What experience would make me competitive? How long might this take? What are the most practical first steps?

Section 4: Thinking More Clearly

Organizing scattered thoughts:

PROMPT

I'm struggling to think clearly about [situation or decision]. Ask me questions one at a time to help me get my thoughts organized. After we've worked through it, summarize what I've said in a way that helps me see the situation more objectively.

The decision journal:

PROMPT

Create a simple decision journal template I can use for important choices. Include space for: the decision I'm facing, the options I considered, the factors that mattered most, the risks I identified, what I expected to happen, and a spot to revisit and record what actually

Chapter Seven

Staying Safe with AI

Artificial intelligence is a tool.

Like any tool, it can be used for good or for harm. Most people use it to learn, create, and solve problems. But scammers and criminals use it too — and they have gotten more sophisticated.

The good news is that most scams still follow the same basic formula they have always followed. Technology changes. Human psychology does not. If you learn to recognize the warning signs, you will avoid most threats before they can cause damage.

Section 1: How Scams Work

Scams work because they target emotions, not intelligence.

Fear — "Your account has been locked."

Urgency — "You must act in the next 24 hours."

Greed — "You have won a prize."

Sympathy — "My daughter is stuck overseas and needs help."

Loneliness — Romance scams that build emotional connection before making a financial request.

The scammer's goal is always the same: get you to act before you think. The moment you slow down and ask questions, the scam loses most of its power.

Warning Signs

Urgency. Legitimate organizations rarely demand immediate action through unsolicited messages. Phrases like "act now," "final notice," or "24 hours or your account will be closed" are designed to prevent you from thinking clearly. If a message creates a sense of emergency, that is a reason to pause — not to act faster.

Unusual payment requests. If anyone asks you to pay via gift cards, wire transfer, cryptocurrency, or payment apps, be very cautious. These methods are popular with scammers because the money is nearly impossible to recover once sent. The IRS does not accept gift cards. No legiti-

Section 2: AI-Powered Threats

Voice cloning. Using just a few seconds of audio from a social media post or voicemail, AI can now generate a convincing imitation of someone's voice. Imagine receiving a call that sounds exactly like your adult child saying they have been in an accident and need money immediately.

The voice sounds right. The emotion sounds real. But it may be entirely fake.

What to do if this happens:

Hang up immediately.

Call the person directly on the number you already have for them.

Ask them a question only they would know the answer to.

Never act on a financial request until you have verified it through a channel you control.

Consider establishing a family code word in advance — a word you would only use in a genuine emergency.

Deepfakes. AI can now generate realistic photos and videos of people saying or doing things they never said or did. When evaluating any surprising image or video: Where did it come from? Who benefits if you believe this? Can you find confirmation from an independent source? Does anything look slightly wrong — lip movements, shadows, or eyes?

Sophisticated phishing. Scammers now use AI to write highly convincing messages that look exactly like official communications from banks and government agencies. The only reliable protection is to never click links in unsolicited messages. Go directly to the website yourself, or call using a number you find independently.

Section 3: Misinformation and AI Errors

AI can be wrong. AI sometimes sounds completely confident while being completely wrong. When it lacks information, it does not always say

Using AI to fact-check:

PROMPT

Evaluate this claim: [paste or describe it]. What evidence would support it? What evidence would challenge it? What questions should I be asking before accepting this as true?

Spotting biased information:

PROMPT

Analyze this article or message: [paste it]. Look for: selective use of facts, missing context, emotional language, and unsupported claims. Tell me what questions I should ask before accepting its conclusions.

Section 4: Protecting Your Privacy

As a general rule, do not enter into public AI tools:

Passwords or security codes

Social Security numbers or government ID numbers

Bank account or credit card numbers

Medical records or insurance details

The Most Useful Tool: The Pause

The single most effective defense against scams and misinformation is the pause.

When you receive an urgent message that creates fear or pressure to act immediately — stop. Give yourself twenty-four hours if the decision is significant. Even five minutes of calm reflection can prevent a costly mistake.

AI can actually help. If you receive a suspicious message:

PROMPT

Analyze this message for signs of fraud, manipulation, or deception:

Ready-to-Use Prompts

Analyze a suspicious message:

PROMPT

Analyze this message for signs of fraud or manipulation: [paste it here]. Identify any red flags and tell me what you would recommend I do before responding.

Fact-check a claim:

PROMPT

Evaluate this claim: [describe or paste it]. What evidence supports it? What challenges it? Is this something experts broadly agree on, or is it genuinely debated?

Analyze for bias:

PROMPT

Analyze this article or message for potential bias, missing context, or emotional manipulation: [paste it]. What questions should I ask before accepting its conclusions?

Family safety conversation:

PROMPT

Help me have a conversation with [family member] about scam awareness. What are the most important things they should know about AI voice cloning and deepfakes? What practical steps should our family take?

Conclusion

Your Future with AI

AI will continue to change.

The tools described in this book will be updated, improved, and in some cases replaced by newer ones. New capabilities will appear. New concerns will emerge.

That might sound like a reason to wait until things stabilize before fully engaging.

It is not.

The people who benefit most from new technology are not the ones who arrive last, when everything is figured out. They are the ones who start using it while it is still developing — building habits and intuition that grow alongside the technology itself.

The Human Skills That Matter Most

As AI becomes more capable, the question people ask is: will this replace me?

AI is remarkably good at generating, organizing, summarizing, and analyzing information. It is getting better at these things quickly.

What it cannot do is exercise genuine judgment, build real relationships, take accountability for outcomes, navigate ethical complexity, or understand what actually matters to you and why.

These are the skills worth developing. Not as a defensive move against AI, but because they are what make humans valuable in any era.

What to Do Starting Today

Choose one thing from this book — just one — and try it today. A meal plan. An email draft. A decision analysis. A question you have been curious about but never explored.

Notice what happens. Then try something else tomorrow.

The habit builds faster than you expect. Within a week, you will find yourself reaching for AI in situations you never anticipated. Within a

Also in the AI Guide Series

Book One

AI Won't Replace You

But Someone Using AI Might

Book Two

AI for Everyday Life

50 Practical Ways to Save Time, Solve Problems, and Think Better with AI

Book Three

AI at Work

The 5D Work System for Modern Professionals

Book Four

AI Safety and Scam Prevention

How to Protect Yourself in the Age of AI-Powered Fraud

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About the Author

Patrick Thomas is a facilities management professional, veteran, and technology enthusiast who helps everyday people understand practical applications of artificial intelligence.

His goal is to make emerging technologies approachable, practical, and useful for ordinary people — without requiring a technical background. He writes from experience, not theory: the tools, prompts, and strategies in his books are the ones he uses every day.

Patrick served in the United States military and brings a veteran's appreciation for clear, actionable guidance to everything he writes.

AI for Everyday Life is part of the AI Guide Series — a collection of accessible guides designed to help readers of all backgrounds benefit from artificial intelligence in their daily lives.

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