

The background of the entire slide is a photograph of a group of people walking away from the camera on a dirt path. The path is illuminated by the warm, golden light of a sunset or sunrise, creating long shadows and a hazy atmosphere. The path appears to lead towards a horizon where the sun is low, casting a glow over the entire scene. The people are silhouetted against the bright light, and their shadows are cast long and dark on the path ahead of them. The overall mood is contemplative and hopeful, suggesting a journey or a path forward.

Artificial intelligence will not replace you.

# But someone using AI might.

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A practical guide to navigating artificial intelligence  
at work, at home, and in everyday life.

# Autocomplete on a massive scale.

## The Prediction Engine



AI is not a digital brain. It has no memories, beliefs, or understanding. It simply recognizes patterns across enormous amounts of data to predict the most useful response. It does not think; it predicts.

# The Machine vs. The Mind.

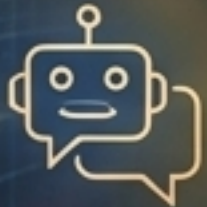
## The AI Advantage (The Tool)



Speed and scale of information retrieval.



Pattern recognition across vast datasets.



Confident generation of conversational text.

## The Human Advantage (The Operator)



Common sense and life experience.



Understanding of real-world consequences.



Empathy, values, and moral judgment.

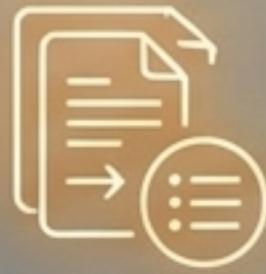
A GPS can find a route across the country, but it does not understand travel. **AI is a tool, not an authority.**

# An assistant available twenty-four hours a day.



## Drafting

Write professional emails from a single sentence.



## Summarizing

Distill 20-page reports into five bullet points.



## Brainstorming

Overcome the blank page with instant idea generation.



## Visualizing

Create custom images from simple descriptions.



## Planning

Build travel itineraries and meal plans.



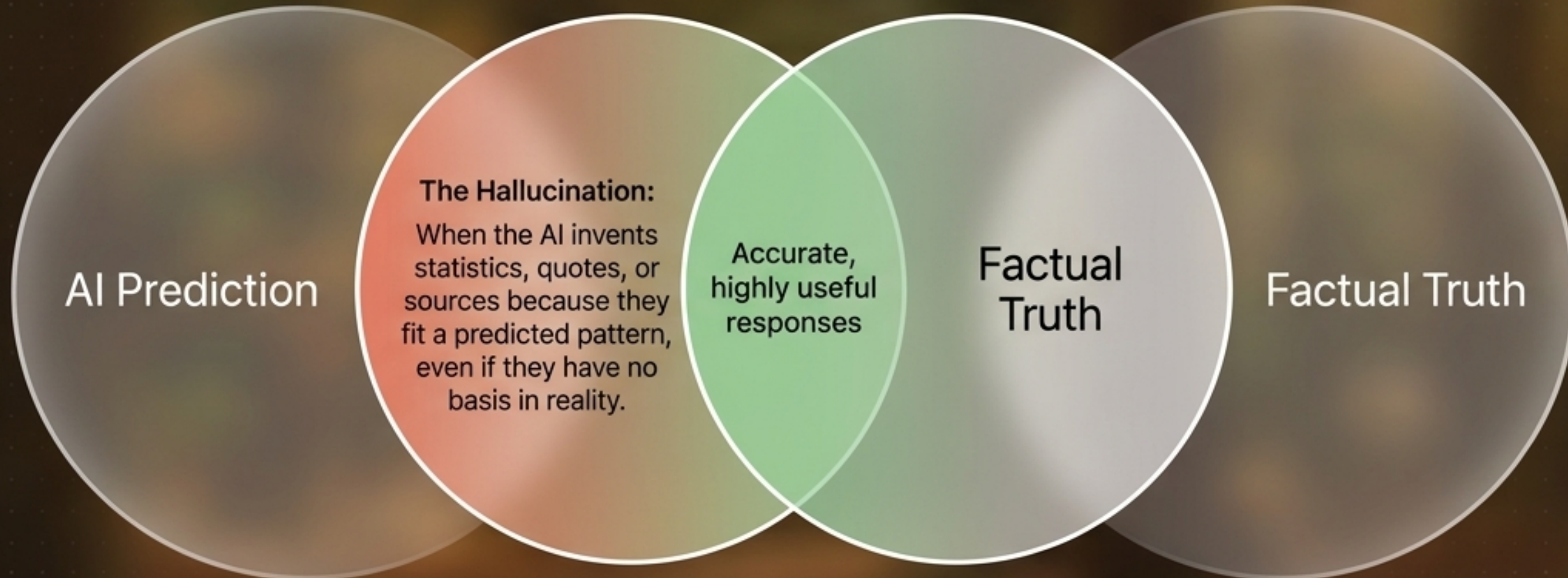
## Simplifying

Explain complex technical or financial topics in plain English.

You do not need a computer science degree to benefit. The most useful applications are the simplest ones.

# The danger of being confidently wrong

## The Hallucination Trap



Unlike a human, AI does not know when it is guessing. It does not stop and say, "I don't know." A wrong answer delivered with confidence can be more convincing than a correct answer delivered with uncertainty.

# The Stranger Test for personal privacy



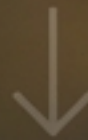
**The Stranger Test:** If you wouldn't be comfortable sharing this information with a stranger, do not upload it to an AI.

# The anatomy of an effective prompt.

Prompt Equation **[Role]** + **[Context]** + **[Constraints]** = High-Value Output

## The Weak Prompt

Help me with my vacation.



Yields generic results.

## The Strong Prompt

Act as a travel agent **[Role]** and create a three-day family vacation itinerary for Orlando **[Context]** in June with a budget of \$2,000 **[Constraints]**.



Yields expert results.

The quality of the output depends entirely on the quality of your input.  
You do not need to learn code—you just need to provide context.

# Five prompts everyone should know.

**1. Explain this like I'm 12.**

For medical terms, financial concepts, and tech.

**2. Summarize this.**

For long reports, articles, and meeting notes.

**3. Compare these options.**

For product purchases and financial decisions.

**4. Create a step-by-step plan.**

For health goals, home projects, and career development.

**5. Act as an expert.**

To force the AI to tailor its answer to a specific persona, like a travel agent or financial coach.

# The Co-Pilot Model



# The future belongs to the curious.

You don't need to change your life overnight.

Start small. Try one prompt. Ask one question.

Completely ignoring AI will become increasingly difficult as it integrates into everyday life.



**Before you close this guide, open your favorite AI tool and ask it a question.** The future isn't waiting. And neither should you.