A WORKBOOK — FREE DOWNLOAD

7-Day AI Beginner Roadmap

Stop watching AI content.

Start using it.

One tool. One task. One week.
15 minutes a day. Real practice space inside.

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A WORKBOOK

7-Day AI Beginner Roadmap

Stop watching AI content.
Start building the habit — 15 minutes a day.

This isn't a course. It's a 7-day workbook. One small AI task per day, designed to help you treat AI like a colleague — not a magic box. Each day has: what to do, a sample prompt, and space for you to write your own notes and reflections.

How to use this workbook

- ☐ Pick ONE AI tool. ChatGPT, Claude, or Gemini. Paid version if possible.
- ☐ Do one day at a time. 15–20 minutes. No rushing ahead.
- ☐ Write your notes directly in this PDF (or print it).
- ☐ Check the box when done. Momentum beats perfection.

BUT REMEMBER THIS ABOUT YOUR NEW COLLEAGUE

The BVI Framework

1. **Brief**
   They're only as good as the input you give them. Vague input = vague output. Give context. Audience. Tone. Examples.
2. **Verify**
   They will confidently make things up. Stats, quotes, sources — verify everything. AI doesn't replace your judgment. It sharpens it.
3. **Iterate**
   Your first output won't be perfect. Refine it. Ask follow-ups. Push it further.

DAY 1

DONE ☐

Rewrite With Intent

Take something you've already written — and make it sharper.

THE TASK

Pick an email, LinkedIn post, or Slack message you wrote this week. Paste it into your AI tool and ask for 3 versions: one more persuasive, one more concise, one written for a different audience. Compare them. Notice what changes — and what you'd actually use.

TRY THIS PROMPT

> *"Rewrite this in 3 versions: (1) more persuasive, (2) more concise, (3) for a senior leader who's short on time. Keep my voice. Don't add fluff."*

WHY IT MATTERS

You'll learn how much tone, length, and audience change the output — which is 80% of prompting well.

YOUR NOTES — what worked, what didn't, what surprised you

DAY 2

DONE ☐

Summarize + Extract

Stop reading entire reports. Start extracting what matters.

THE TASK

Grab a long article, meeting transcript, or PDF report. Don't just ask for a summary — ask AI to structure the thinking for you. The goal: turn 30 pages into a 2-minute read that actually helps you decide something.

TRY THIS PROMPT

> *"Read this and give me: (1) the main argument in 2 sentences, (2) the 3 strongest supporting points, (3) counter-arguments or gaps, (4) 2 action items if I had to act on this today."*

WHY IT MATTERS

This is the single highest-leverage AI skill. Apply it to reports, podcasts, client calls, research — hours saved every week.

YOUR NOTES — what worked, what didn't, what surprised you

DAY 3

DONE ☐

Learn Anything Faster

Replace 2 hours of YouTube with a 20-minute conversation.

THE TASK

Pick one concept you don't fully understand — from your work, a course, or something you've been avoiding. Ask AI to explain it at 3 levels: beginner, intermediate, expert. Then ask it to quiz you until you can explain it back in your own words.

TRY THIS PROMPT

> *"Explain [topic] at 3 levels: like I'm new to the field, like I'm intermediate, and like I'm an expert. Then quiz me with 5 questions — ask one at a time and correct me after each answer."*

WHY IT MATTERS

Passive learning is slow. Active, conversational learning with immediate feedback is how you actually retain things.

YOUR NOTES — what worked, what didn't, what surprised you

DAY 4

DONE ☐

Think Through a Decision

Use AI as a thinking partner, not an answer machine.

THE TASK

Pick a real decision you're facing — hiring, pricing, a career move, a difficult conversation. Describe the situation with context, constraints, and what's at stake. Ask AI to argue both sides, surface blind spots, and list questions you haven't considered.

TRY THIS PROMPT

> *"Here's a decision I'm facing: [describe in detail]. Don't give me an answer. Instead: argue both sides, point out my blind spots, and list 5 questions I should be asking that I'm probably not."*

WHY IT MATTERS

Most people misuse AI by asking for answers. The real unlock is using it to pressure-test your own thinking — like a smart, patient friend.

YOUR NOTES — what worked, what didn't, what surprised you

DAY 5

DONE ☐

Automate a Recurring Task

Find one thing you do every week. Never do it from scratch again.

THE TASK

Identify a task you repeat weekly — status updates, client check-ins, meeting prep, proposal drafts. Build a reusable prompt template with placeholders you fill in each time. Save it somewhere you'll actually find it (Notes app, a bookmarked chat, a doc).

TRY THIS PROMPT

> *"Help me build a reusable template for [task]. Include placeholders like [audience], [goal], [tone], [key points]. I want something I can paste in next week and just fill in the blanks."*

WHY IT MATTERS

This is where AI stops being a novelty and starts giving you hours back. One good template = compound savings every week for the rest of your career.

YOUR NOTES — what worked, what didn't, what surprised you

DAY 6

DONE ☐

Analyze Your Own Data

AI is a surprisingly good analyst — if you give it real data.

THE TASK

Paste in real data: a spreadsheet, customer feedback, survey responses, journal entries, sales notes — anything. Ask AI to find patterns, themes, outliers, and what's missing. You'll be surprised what it spots.

TRY THIS PROMPT

> *"Here's [type of data]. Find: (1) the top 3 patterns or themes, (2) any outliers that don't fit, (3) what's missing or worth digging into, (4) 3 questions I should investigate next."*

WHY IT MATTERS

You don't need to be a data analyst to do data analysis anymore. This one shift alone changes how you make decisions.

YOUR NOTES — what worked, what didn't, what surprised you

DAY 7

DONE ☐

Build Your Personal AI Workflow

Turn this week into a habit that sticks.

THE TASK

Reflect on the last 6 days. Which 2 tasks gave you the most leverage? Turn them into permanent prompts. Pin them somewhere you'll use them — a bookmarked chat, a notes doc, a prompt manager. This is the difference between “used AI once” and “uses AI daily.”

TRY THIS PROMPT

> *“Based on these 2 tasks I want to repeat weekly: [task 1] and [task 2]. Help me write 2 clean, reusable prompt templates I can pin and use every week. Include clear placeholders and formatting instructions.”*

WHY IT MATTERS

Everyone talks about AI. Very few people build a workflow with it. That gap is where the real advantage lives.

YOUR NOTES — what worked, what didn't, what surprised you

YOU DID IT

7-Day Reflection

You just did more than 95% of people who talk about AI online. Now take 10 minutes to reflect — this is where the habit actually sticks.

1. **Which day gave you the most “aha” moment? Why?**

2. **Which task will you keep doing every week?**

3. **What's ONE prompt you'll save and reuse?**

4. **What will you try next? (Another tool? A harder task?)**