

 The Plug AI

The AI Starter Kit

Everything you need to go from "I've never used AI" to
"I use AI every day" — setup guides, starter prompts,
and a 30-day plan.

"Get Connected. Get Skilled. Get into AI."

Free from The Plug AI · Share it with anyone who needs it

Start Here: What AI Actually Is

Artificial Intelligence is software trained to recognize patterns and respond like a very knowledgeable assistant. No robots, no science fiction. You type (or say) what you need in plain English, and it helps you write, plan, research, and create.

You already use AI every day — when Netflix recommends a show, when your phone unlocks with your face, when Gmail finishes your sentence. This kit teaches you to use it **on purpose**.

The only rule: you can't break anything. Ask the AI anything, as many times as you want. The worst that happens is a bad answer — and you just ask again.

Setup Guide: Your First 3 Tools

1. ChatGPT — your all-purpose assistant

1. Go to **chat.openai.com** (or download the ChatGPT app).
2. Tap "Sign up" — use your email or a Google account. The free plan is all you need.
3. Type your first message: *"I'm brand new to AI. Give me 3 ways you could help someone like me this week. I am a [your job / your situation]."*

2. Canva — graphics without a designer

1. Go to **canva.com** and sign up free.
2. Search templates for what you need: "flyer," "resume," "birthday card," "social media post."
3. Use Canva's AI text tools to write headlines, and "Magic Media" to generate images from a description.

3. Perplexity — search that answers you

1. Go to **perplexity.ai** — you don't even need an account to try it.
2. Ask a real question: *"What free tax help programs exist for people over 60?"*
3. Notice it shows its sources — click them to verify anything important.

Starter Prompts for 10 Everyday Situations

Copy these into ChatGPT and fill in the brackets. Each one is a starting point — keep the conversation going with follow-ups like "make it shorter" or "make it friendlier."

1 · JOB HUNTING

"Here's my work experience in plain language: [describe your jobs]. Write professional resume bullet points for each position."

2 · WRITING AN EMAIL

"Help me write a polite email to [person] about [situation]. I want to sound professional but not stiff."

3 · BUDGETING

"My monthly take-home pay is [\$X] and my bills are [list them]. Help me build a simple budget with something set aside for savings."

4 · MEAL PLANNING

"Plan 5 dinners for this week under [\$X] total. I have [ingredients you already have]. Include a grocery list."

5 · UNDERSTANDING PAPERWORK

"Explain this letter to me in plain English, and tell me if there's anything I need to do: [paste the confusing text]."

6 · HELPING KIDS WITH SCHOOL

"Explain [topic] the way a great teacher would explain it to a [grade level] student. Then give 3 practice questions."

7 · SIDE HUSTLE IDEAS

"I'm good at [skills] and have [hours] free per week. Suggest 5 realistic ways to earn extra income, with first steps for each."

8 · DOCTOR APPOINTMENTS

"I have a doctor's appointment about [issue]. Give me a list of smart questions to ask so I leave fully informed."

9 · LEARNING SOMETHING NEW

"I want to learn [skill] from scratch. Build me a beginner's plan: what to learn each week for 4 weeks, using only free resources."

10 · CELEBRATION MESSAGES

"Write a heartfelt [birthday / anniversary / graduation] message for my [person]. Here's what makes them special: [details]."

Your First 30 Days — The Plan

Fifteen minutes a day. That's it. By day 30, using AI will feel as normal as sending a text.

Week	Focus	What you'll do
Week 1	Get comfortable	Set up ChatGPT. Ask it one question every day — any question. Practice follow-ups: "shorter," "simpler," "give me an example."
Week 2	Real tasks	Use AI for one real thing each day: an email, a list, a plan, a text you're not sure how to word.
Week 3	New tools	Try Canva (make one flyer or card) and Perplexity (research one thing you've been wondering about).
Week 4	Your big goal	Point AI at what matters most to you: the job search, the business idea, the budget, the project. Use everything you've learned.

Want the full day-by-day version? Download the free 30-Day AI Learning Challenge workbook from The Plug AI resources page.

Stay Safe: 4 Rules That Never Change

1. **Don't share secrets.** Never type passwords, Social Security numbers, or full financial account details into any AI tool.
2. **Verify big decisions.** AI can be confidently wrong. For health, legal, and money decisions, treat AI as preparation — then confirm with a professional.
3. **Watch for scams.** Urgency + secrecy + unusual payment (gift cards, wire transfers) = scam, no matter how convincing the voice or email sounds.
4. **You stay in charge.** AI drafts, you decide. Read everything before you send it, sign it, or act on it.