FUTURE AI PULSES · 21-DAY COURSE

The AI Habit

21 days to using AI with confidence at work and at home

One short lesson, one copy-paste prompt and one 10-minute task a day. By day 21, using AI well is simply part of how you work.

Welcome

Most people have tried an AI assistant. Far fewer use one well, or use it every day. The difference isn't technical knowledge. It's a handful of small habits.

This course builds those habits one day at a time. Each day has a short idea, one copy-paste prompt and a ten-minute task to do for real. Week 1 covers the foundations, week 2 applies them at work, and week 3 brings them home and covers staying safe.

How to use it. Do one day at a time, ideally at the same time each day. Missed a day? Just carry on. Words in [square brackets] are for you to fill in. Tick off each day on the tracker at the back.

Which AI tool? Any general assistant works, such as ChatGPT, Claude, Gemini or Microsoft Copilot. Features change often, so the course focuses on habits that carry over.

What this course isn't. It isn't a coding course or a way to make money, and it makes no promises about income or results. It's about using AI tools sensibly and safely in everyday life.

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For general education only. Not legal, financial, medical or professional advice. Always verify important information and follow your employer's policies on AI use.

WEEK 1

Foundations

Learn how AI assistants think, how to ask well and how to check what they give you.

DAY 1

Meet your assistant

AI assistants such as ChatGPT, Claude, Gemini and Microsoft Copilot are built on language models. They predict likely words based on patterns in huge amounts of text. That makes them brilliant at drafting, rewording, summarising and explaining, and unreliable as a source of exact facts.

Think of your assistant as a fast, well-read helper who is eager to please and rarely says 'I don't know'. Your job is to give it clear instructions and good material, and to check anything that matters.

Prompt 1 · Get to know it

```
I'm new to using AI assistants. In plain English, tell me: 5 things you're good at, 5 things you often get wrong, and 3 habits that will help me get better results from you.
```

Today's 10 minutes

Choose one assistant to use for the next 21 days. Run the prompt and save the answer somewhere you'll see it.

Tip

Stick with one tool for the whole course. You'll learn its strengths faster.

DAY 2

The context habit

The single biggest improvement most people can make is adding context. 'Write a birthday message' gets a generic card. 'Write a birthday message for my sister who's turning 40, loves hiking and hates fuss, from me and my two kids, under 50 words' gets something you might actually send.

Before you hit enter, ask yourself: who is this for, what's the situation, and what would 'great' look like?

Prompt 2 · Add the context

```
Here's what I need: [task]. Context: it's for [who], the situation is [situation],
and a great result would be [describe]. Keep it [length/tone].
```

Today's 10 minutes
Take something you asked AI for recently. Ask again with full context and compare the two answers.

Tip
If you'd need to explain it to a new colleague, explain it to the AI too.

DAY 3

Let it ask you questions

You don't have to write the perfect prompt. Ask the AI to interview you first. It will ask about the things it needs to know, and its questions often help you think the task through yourself.

This works especially well for bigger tasks: plans, difficult messages, proposals and decisions.

Prompt 3 · Interview me first

```
I want help with [task]. Before you start, ask me the five questions that would most
improve your answer. Ask them one at a time and wait for my replies.
```

Today's 10 minutes
Use the prompt on a task you've been putting off. Answer the questions and see what it produces.

Tip
Short answers to its questions are fine. It's the information that matters, not the polish.

DAY 4

The first answer is a draft

Most people take the first answer or give up. Better results come from a short back-and-forth: 'shorter', 'warmer', 'more specific', 'give me three options', 'what's missing?'.

Two or three rounds of feedback usually beats one long, complicated prompt.

Prompt 4 · Improve it

```
Thanks. Now: make it [shorter/warmer/more direct], replace anything generic with
specifics from what I told you, and give me two alternative versions to compare.
```

Today's 10 minutes
Take one AI draft through three rounds of changes. Note which instruction made the biggest difference.

Tip
'What would make this better?' is a perfectly good follow-up.

DAY 5

Show, don't just tell

If you want something in a particular style or format, show an example. Paste a past email you liked, a table layout, or a paragraph in your own voice. AI is very good at matching examples.

Examples beat adjectives: 'like this' is clearer than 'professional but friendly'.

Prompt 5 · Match this example

```
Here's an example of the style and format I want:
[paste example]
Now write [new piece] in the same style and format. Don't copy the content, just the
approach.
```

Today's 10 minutes
Find one piece of your own writing you like. Use it as the example for something new.

Tip
Keep a note of good examples. They're reusable.

DAY 6

The checking habit

AI can state wrong facts with total confidence. The more an answer depends on facts, numbers, names, dates, laws, health or money, the more you need to check it against a reliable source.

A quick trick: ask the AI which parts of its answer you should verify. It's often good at spotting its own weak points when asked directly.

Prompt 6 · What should I check?

```
Look at your last answer. List every fact, number, name or date in it, rate how
confident you are in each, and tell me which ones I should verify and where.
```

Today's 10 minutes
Ask a factual question in an area you know well. Check three details against a trusted source.

Tip
Never rely on AI alone for legal, medical or financial decisions.

DAY 7

Build your prompt library

You've now used six prompts. The ones that worked are worth keeping. A simple note or document with your favourite prompts saves time and makes results more consistent.

Use [square brackets] for the parts that change, just like in this course.

Prompt 7 · Make it reusable

```
Turn the prompt we just used into a reusable template. Put [square brackets] around
the parts that will change and add a one-line note on when to use it.
```

Today's 10 minutes
Create a note called 'My prompts'. Add your three best prompts from this week.

Tip
Review: which day's habit made the biggest difference for you?

WEEK 2

AI at work

Apply it to email, meetings, documents, data, learning and planning.

DAY 8

Email in half the time

Email is where AI saves most people time first. It can draft replies from bullet points, make a message clearer or firmer, and summarise long threads so you can see what's actually being asked.

Always read before sending, and add a personal line. People can tell when nobody did.

Prompt 8 · Reply from bullets

```
Draft a reply to the email below. My points: [bullet points]. Tone:
[friendly/firm/formal]. Under [number] words, with a clear next step.

Email: [paste, with personal details removed]
```

Today's 10 minutes

Use AI to help with three emails today. Time yourself on one.

Tip

Remove names and confidential details before pasting work email into a personal AI account.

DAY 9

Meetings that lead somewhere

AI can turn rough notes into clear minutes, draft an agenda, or help you prepare for a tricky discussion. Many meeting tools can now summarise calls automatically. Check your workplace's rules before recording or uploading anything.

The most valuable output of a meeting is a list of decisions and actions. Ask for exactly that.

Prompt 9 · Notes to actions

```
Turn these rough meeting notes into: a 3-line summary, decisions made, actions
(owner and deadline), and open questions.

Notes: [paste]
```

Today's 10 minutes
Use the prompt on your notes from your next meeting, or on a past one.

Tip
Ask 'what did we not decide?' to spot loose ends.

DAY 10

Documents and reports

Facing a blank page is where AI helps most. Ask for an outline first, agree the structure, then write section by section. You'll keep control of the argument while AI speeds up the drafting.

For long documents someone else wrote, ask for a summary that quotes the key lines, so you can check it hasn't invented anything.

Prompt 10 · Outline first

```
I need to write a [document type] for [audience] about [topic]. Goal: [what it
should achieve]. Suggest an outline with section headings and 2–3 bullet points
under each. Don't write the full text yet.
```

Today's 10 minutes
Outline one real document with AI, then write one section together.

Tip
You own the conclusions. AI helps with the words.

DAY 11

Spreadsheets without the struggle

You don't need to memorise formulas. Describe what you want in plain English and ask for the formula, with an explanation. AI can also suggest how to structure messy data or what chart would show it best.

Test any formula on a few rows where you know the answer before trusting it across the whole sheet.

Prompt 11 · Formula helper

```
In [Excel/Google Sheets], column A has [describe], column B has [describe]. I want
[result]. Give me the formula, explain how it works in plain English, and tell me
how to test it.
```

Today's 10 minutes
Fix or build one formula you've been doing by hand.

Tip
For important numbers, check the total a second way.

DAY 12

Learn anything faster

AI is a patient tutor. Ask it to explain a topic at your level, quiz you, or give you a learning plan. It's especially good at analogies and at re-explaining something a different way when the first explanation doesn't click.

Use it to understand, then confirm key facts in trusted sources.

Prompt 12 · Personal tutor

```
Teach me [topic] in 5 short steps, starting from what a beginner needs to know.
After each step, ask me one question to check I understood before moving on.
```

Today's 10 minutes
Pick something you've been meaning to understand. Do the first three steps.

Tip
Say 'explain it differently' as many times as you need.

DAY 13

Plan your week

AI can turn a messy to-do list into a realistic plan: grouping similar tasks, flagging what's urgent and suggesting what to drop. It won't know your energy levels or politics at work, so treat the plan as a starting point.

Be honest about how much time you actually have.

Prompt 13 · Realistic plan

```
Here's my to-do list: [paste]. I have about [hours] of focused time this week. Group similar tasks, rank by urgency and importance, suggest what to drop or delegate, and turn it into a day-by-day plan.
```

Today's 10 minutes
Plan next week with AI. On Friday, check how realistic it was.

Tip
Ask 'what's the one thing that matters most this week?'

DAY 14

Work week review

Look back at the week. Which tasks did AI genuinely speed up, which did it slow down, and where did you need to fix its work? This is how you learn where AI fits for you specifically.

Add your best work prompts to your library.

Prompt 14 · Weekly review

```
Help me review how I used AI this week. Ask me what worked, what wasted time and what I want to try next. Then summarise my answers as three habits to keep and one to try.
```

Today's 10 minutes
Run the review and add two new prompts to 'My prompts'.

Tip
If your workplace has an AI policy, read it this week.

WEEK 3

AI at home and staying safe

Life admin, money questions, family, creativity, privacy and scams.

DAY 15

Life admin, sorted

Forms, letters, complaints, bills and appointments: AI can draft the letter, explain the jargon, and turn a confusing process into a checklist.

For anything official, check requirements on the organisation's own website. Rules and deadlines change.

Prompt 15 · Make it a checklist

```
I need to [admin task, e.g. renew a document / dispute a charge / move house]. Turn this into a step-by-step checklist with what I'll need at each step. Tell me which details I should confirm on official websites.
```

Today's 10 minutes
Pick one admin task you've been avoiding and make its checklist.

Tip
A polite, specific complaint letter gets results more often than an angry one.

DAY 16

Money questions (carefully)

AI can explain financial terms, help you build a budget, and compare options against criteria you set. It can't know your full situation, may be out of date on rates and rules, and isn't a financial adviser.

Use it to understand and organise, then make decisions with up-to-date information and, for big decisions, professional advice.

Prompt 16 · Explain and organise

```
Explain [financial term or product] in plain English, with a simple example. Then list the questions I should ask before deciding, and what I should check is up to date.
```

Today's 10 minutes
Use AI to explain one financial term you've never fully understood.

Tip
Never paste account numbers, card details or passwords into an AI tool.

DAY 17

Family and home

Meal plans, chore rotas, party planning, trip itineraries, homework help: AI is a great planning partner at home. For homework, ask it to explain and quiz rather than give answers, so kids still learn.

Double-check anything involving allergies, medicines or safety yourself.

Prompt 17 · Weekly meal plan

```
Plan 5 weeknight dinners for [number] people, ready in under [time]. We don't eat [foods]. Already in the fridge: [list]. Reuse ingredients across meals and give me one shopping list grouped by aisle.
```

Today's 10 minutes
Use AI to plan one real thing at home this week: meals, a trip, or a weekend.

Tip
Kids learning with AI? Try 'explain it, then give me a question to answer myself'.

DAY 18

Get creative

AI can help you write a toast, brainstorm gift ideas, design an invitation, or create images for a presentation or post. Describe the subject, style, colours and mood, then iterate.

Be responsible: don't make realistic images or voices of real people without permission, and label realistic AI images when you share them.

Prompt 18 · Brainstorm partner

```
I'm working on [creative project]. Give me 10 ideas ranging from safe to surprising.
Then pick the 3 you think are strongest and explain why.
```

Today's 10 minutes
Make one creative thing with AI help: a card message, an image, a toast or a post.

Tip
Your taste is the part AI can't replace. Pick, edit and combine.

DAY 19

Your privacy check-up

Anything you type into an AI tool may be stored, and depending on the service and your settings, may be reviewed or used to improve it. Most tools have settings for chat history and data use. Knowing where they are takes ten minutes.

Simple rule: don't paste passwords, ID or card numbers, health records or confidential work material into a personal AI account.

Prompt 19 · Anonymise first

```
Rewrite the text below replacing all names, addresses, phone numbers, account
numbers and company names with placeholders like [NAME] and [COMPANY], keeping the
meaning the same.

[paste]
```

Today's 10 minutes
Open the settings in your AI tool. Find the chat history and data-use options and choose what suits you.

Tip
Check the tool's own privacy page for the details. Settings change over time.

DAY 20

Spot AI scams

Scammers now use AI to write convincing messages, clone voices from short clips and fake videos of public figures. Spelling mistakes are no longer a reliable warning sign.

The signs that still work: urgency, secrecy, unusual payment methods and requests to move off normal channels. When in doubt, hang up and call back on a number you already have.

Prompt 20 · Is this a scam?

```
I received this message: [paste, with personal details removed]. List any warning signs, what the sender might be after, and how I can safely check whether it's genuine.
```

Today's 10 minutes
Agree a code word with your family for emergency calls, and share one scam tip with someone.

Tip
No real bank, delivery company or government office will rush you into paying by gift card or crypto.

DAY 21

Make it a habit for good

You've built 21 days of habits: context, questions, iteration, examples, checking and a prompt library, applied at work and at home. The tools will keep changing. These habits carry over.

Set a monthly 20-minute review: tidy your prompt library, try one new feature on a real task, and drop anything that isn't earning its place.

Prompt 21 · Design my AI routine

```
Here are the tasks I do most often: [list]. Suggest a simple AI routine: which tasks to use AI for, a prompt template for each, what to keep doing myself, and a monthly review checklist.
```

Today's 10 minutes
Run the prompt, update 'My prompts', and put a monthly review in your calendar.

Tip
Look back at Day 1. Notice how differently you ask now.

AI red flags

Stop and check if you notice any of these.

- It's urgent and you're told not to tell anyone.
- You're asked to pay by gift card, crypto or a new account.
- A call or video looks or sounds like someone you know, but the request is unusual.
- A celebrity or public figure is 'endorsing' an investment or giveaway.
- You're asked to move to a different app or number to continue.
- An AI answer gives exact figures, laws or medical advice with no source.

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Your 21-day tracker

Tick each day when you've done the 10-minute task. Note one thing you'll keep doing.

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