

Week One — Beginner AI Training (Basics First)

Day 1 — Getting Started

- Sign up for a ChatGPT account (free or paid).
- How to log in on desktop or phone.
- First step: type 'Hello' — see AI respond.
- Practice: ask 'What can you do for me today?'

Day 2 — Meet Your AI

- What AI is (your assistant, not a replacement).
- How to talk to AI in plain language (prompts = conversations).
- First command: 'Serenity, tell me something good.'

Day 3 — Everyday Helpers

- Use AI to make a simple to-do list.
- Ask AI to explain a news story in simple terms.
- First win: see how AI saves you time in 5 minutes.

Day 4 — Ask & Answer

- Practice asking questions you'd normally Google.
- Compare AI's answers with your own knowledge.
- Learn to say: 'Make it shorter,' 'Explain for a 5th grader,' 'Give me 3 options.'

Day 5 — Writing Made Easy

- Try AI for short writing: an email, a text message, or a thank-you note.
- Learn the 'tone' trick: friendly, professional, simple.
- First shareable piece: send someone an AI-polished note.

Day 6 — Ideas & Brainstorming

- Use AI for 5 quick ideas (dinner plans, birthday gift, social post).
- See how fast you can go from 'stuck' to 'options.'
- Confidence loop: AI doesn't replace your ideas, it multiplies them.

Day 7 — Review & Celebrate

- Look back at what you used AI for this week.
- Talk about what surprised you.
- Small assignment: share one AI win with a friend or co-worker.

