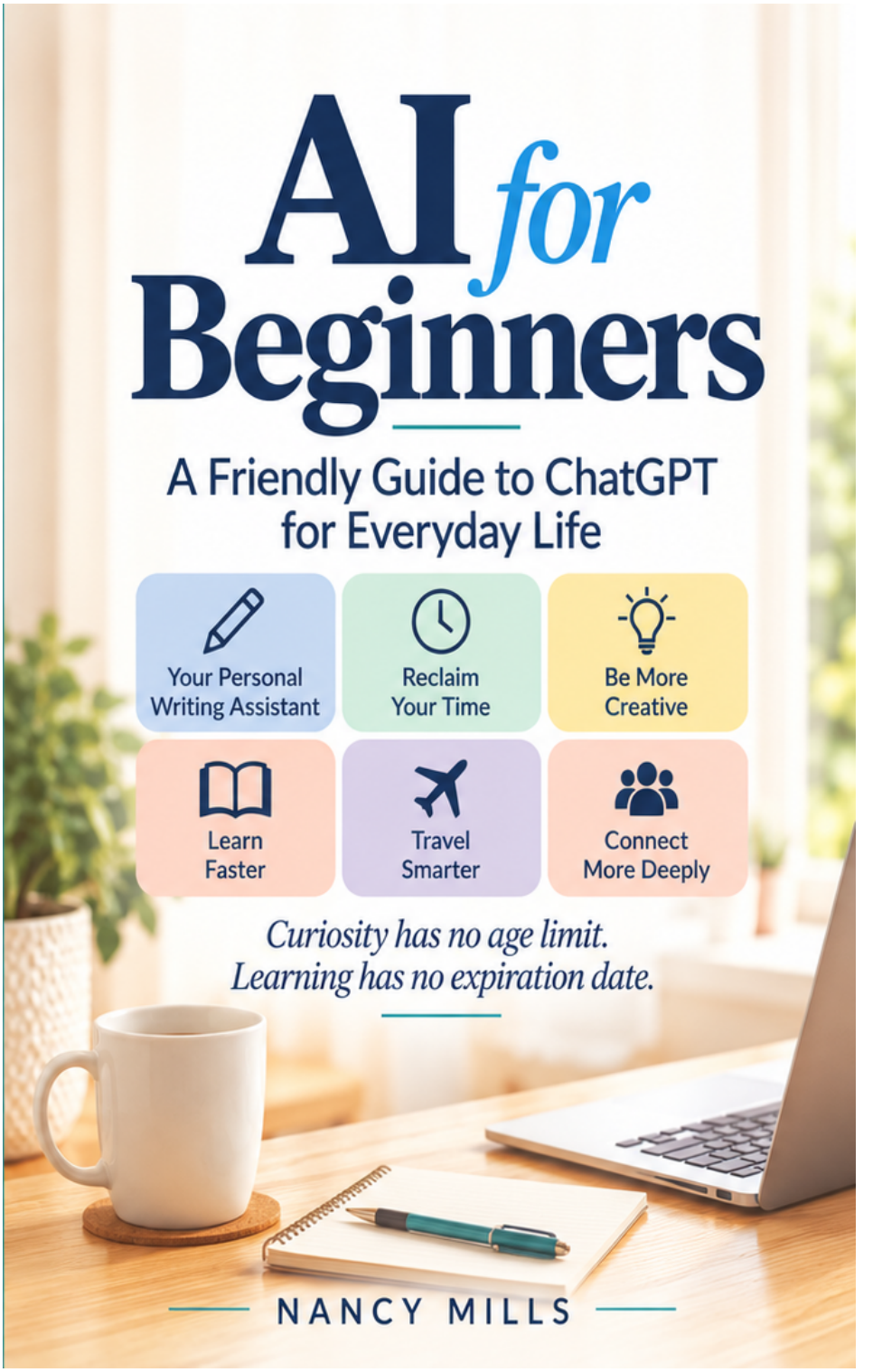
FREE BOOK SAMPLER



A little help for everyday life

You don’t have to know all the right questions before you begin. These selections offer three places to start: finding the words, clearing your mental clutter, and planning something enjoyable.

The selections that follow reproduce passages from Chapters 4, 5, and 13. They have been reformatted for this sampler. The demonstration below is new companion material, not a passage from the book.

Try one small success

The book’s first selection asks ChatGPT for help thanking a neighbor who collected your mail. Here is an illustrative response to that prompt:

> “Thank you so much for bringing in my mail while I was away. It was a relief knowing it was taken care of, and I really appreciate your help!”

Then try a follow-up: “Make it a little more casual and keep it to two sentences.” Read the result and change anything that doesn’t sound like you.

That is the idea: start with your own situation, ask for help, and keep shaping the answer until it fits.

Before you try it

Keep private details out of practice prompts. ChatGPT can make mistakes, so check important information. For travel, confirm opening hours, prices, routes, and reservations with the relevant providers.

Find the right words

FROM CHAPTER 4 • Book pages 63–64

Start With Your Thoughts, Not Perfect Sentences

One of the biggest mistakes people make is believing they have to know exactly what they want to say before asking ChatGPT for help.

You don't. In fact, I almost never do.

Sometimes I simply type a few scattered thoughts.

Something like:

TRY THIS PROMPT

“I need to thank my neighbor for bringing in my mail while I was on vacation. I want it to sound warm and appreciative but not overly emotional. We don't know each other extremely well.”

That's not polished.

It isn't beautifully written.

It's just me thinking out loud.

And that's enough.

ChatGPT is remarkably good at taking rough ideas and turning them into clear, natural writing.

Don't worry about grammar.

Don't worry about punctuation.

Don't worry about whether your thoughts are organized.

Just tell ChatGPT what's in your head.

You can even say:

> “These are just random thoughts. Help me organize them.”

That one sentence has saved me countless hours.

Think of ChatGPT as an Editor First

Many people think ChatGPT's job is to write.

I think its real strength is editing.

Imagine you've written a rough email.

Instead of starting over, you can simply ask:

> “Can you make this friendlier?”

Or...

> “Can you shorten this?”

Or...

> “Can you make this sound more professional?”

Those are much easier questions than asking ChatGPT to write something from scratch.

And because the ideas are yours...

The finished piece still sounds like you.

NANCY SAYS

One of my favorite discoveries was realizing I didn't have to impress ChatGPT. I don't worry about perfect grammar. I don't worry about complete sentences. Sometimes I just "brain dump" everything I'm thinking. Then I let ChatGPT help me organize it. It's amazing how often clarity appears once I stop trying to write perfectly.

Clear your mental clutter

FROM CHAPTER 5 • Book pages 79–81

Get Everything Out of Your Head

One of the biggest reasons we feel overwhelmed isn't because we have too much to do.

It's because we're trying to remember all of it at once.

Our brains are wonderful at solving problems.

They're not nearly as good at storing endless to-do lists.

Have you ever gone to bed thinking,

"I know I'm forgetting something..."

Only to remember it three days later?

You're not alone.

The first thing I ask ChatGPT to do isn't organize my schedule.

It's “Help me empty my brain!”

Sometimes my prompt looks like this:

TRY THIS PROMPT

“I'm going to list everything that's on my mind. Don't organize it yet. Just capture it. After I'm finished, help me sort everything into logical groups and create a plan.”

Then I simply start typing.

Doctor appointment.	Buy birthday card.
Call insurance company.	Finish reading a book.
Research new lawn mower.	Schedule a dental cleaning.

Book hotel.

Pay property taxes.

Water the plants.

It's messy.

It's random.

And it's perfect.

Because I'm no longer trying to organize while I'm remembering.

Those are two different jobs.

Once everything is on the page...

that's when ChatGPT becomes incredibly helpful.

It begins finding patterns that I never noticed.

Suddenly my random list becomes categories.

Errands.

Phone calls.

Home projects.

Family.

Travel.

Financial tasks.

Appointments.

Instead of one overwhelming mountain...

I now have several much smaller hills.

And somehow...

That feels completely manageable.

NANCY SAYS

One of the biggest surprises for me was discovering that I didn't need a better memory. I needed a better system. Now, whenever my mind starts feeling cluttered, I don't try to remember more. I write everything down. Then I let ChatGPT help me organize it. It's amazing how much calmer I feel once everything has a place.

Plan something enjoyable

FROM CHAPTER 13 • Book pages 219–221

Plan the Trip You Actually Want

One of the biggest mistakes people make when planning a vacation...

is starting with,

"What should I do there?"

I like to start somewhere completely different.

I ask myself,

"What kind of trip do I want to have?"

Those are two very different questions.

For example...

Do I want:

A relaxing getaway?	An outdoor adventure?
A history-filled vacation?	Great restaurants?
Museums?	Small-town charm?
Family activities?	Scenic drives?
A little bit of everything?	

Once I know the experience I'm looking for...

ChatGPT becomes much more helpful.

Give ChatGPT Your Travel Personality

One of my favorite prompts is:

TRY THIS PROMPT

“Help me plan a trip based on what I enjoy. I love history, scenic drives, hidden gems, local restaurants, and relaxing at a comfortable pace rather than rushing from attraction to attraction.”

Notice what happened?

I didn't ask,

"What's there to do?"

I described my travel style.

That's a much richer conversation.

Instead of receiving a generic tourist guide...

I receive ideas that actually fit the way I like to travel.

Think Beyond Famous Attractions

Most people already know about the big attractions.

They're easy to find.

What I enjoy discovering are the places that locals recommend.

The little café tucked down a side street.

The overlooked museum.

The scenic overlook most visitors drive right past.

The peaceful walking trail that's only five minutes off the main highway.

One of my favorite prompts is:

> “What lesser-known places might match my interests?”

Those are often the places I remember long after the vacation is over.

Let ChatGPT Build Around Your Priorities

Here's something I've learned.

Every traveler is different.

Some people like to stay busy from sunrise to sunset.

Others want one activity each day and plenty of time to relax.

Neither approach is right or wrong.

That's why I often tell ChatGPT things like:

I don't like rushing.

I enjoy stopping for photos.

I prefer quality over quantity.

I'd rather truly enjoy three places than rush through ten.

That kind of information completely changes the itinerary.

NANCY SAYS

One of the biggest travel lessons I've learned is this: A great vacation isn't about seeing the most places. It's about enjoying the places you do see. Sometimes slowing down creates the very memories you'll treasure most.

What else could become easier?

These three selections are just a beginning. AI for Beginners: A Friendly Guide to ChatGPT for Everyday Life includes 25 chapters, hands-on activities, and prompts you can adapt to your own life.

Find your footing: your first five minutes, better questions, and checking answers.

Make everyday tasks easier: writing, planning, research, and decisions.

Explore possibilities: learning, creativity, images, travel, and personal projects.

Build confidence: privacy, online safety, and using AI with judgement.

Plus: 100 everyday prompts, a plain-English vocabulary guide, and reusable prompt templates.

Keep exploring with Nancy

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