

GETTING STARTED WITH AI

Your AI Starter Kit.

From AI-curious to AI-confident.
No technical background required.

1



AI Tasks

2



Prompts

3



Your
Roadmap

Tech **Not** Technical

SWIPE TO BEGIN →

AI for Beginners

What it's great at — and 6 tasks to try today

Why AI excels at everyday tasks



Pattern Recognition

Spots themes and extracts key insights from large amounts of text instantly



Language Generation

Writes fluently in any tone — formal, casual, concise or detailed



Rapid Ideation

Generates ideas in seconds — no blank page, no judgement

6 starter tasks to try this week



Summarise Text

"Summarise this in 5 bullet points for a non-expert."



Meeting Notes

"Turn these rough notes into a summary with action items."



Brainstorm

"Give me 10 ideas for [topic]. Include one wild card."



Draft an Email

"Write a polite email to [person] asking for [thing]."



Weekly Menu Plan

"Create a healthy 5-day dinner plan + shopping list."



Trip Itinerary

"Plan a 4-day trip to [city] for food and history lovers."



Golden Rule: The more specific your prompt, the better the result. Always include **who it's for**, **the format you want**, and **any constraints**. Think of AI as a capable colleague — it works best with clear direction.

The Art of Good Prompting

6 principles every non-technical professional needs to get great AI outputs.

6 core prompting principles

Set the Context

Tell AI who you are, what you need, and why. Context turns a generic answer into something tailored specifically for you.

Assign a Role

Give AI a persona — expert, coach, critic. It changes tone, depth, and the quality of what you get back.

Define the Format

Bullet list? Table? Paragraph? If you don't specify, AI guesses — and often gets it wrong. Always be explicit.

One Clear Goal

One focused outcome beats a prompt trying to do everything at once. Narrow your ask for better results.

Set Constraints

Length, tone, what to avoid. Hard limits save editing rounds and sharpen your results significantly.

Iterate, Don't Restart

Refine the output in the same chat. Starting fresh loses all your context and momentum.

Context + **R**ole + **F**ormat + **G**oal + **C**onstraints + **I**terate

= Great Outputs

Tell Claude This for your Customised AI Roadmap

6 things to tell Claude for a week-by-week AI plan built just for you.

6 things to share with Claude

1 Your Role

Job title, industry & what you do day-to-day

e.g. "Marketing Manager at a SaaS startup"

2 Tasks to Automate

List 3 repetitive tasks that eat your time

e.g. "Weekly reports, email drafts, summaries"

3 Your AI Goals

What you want to create, build, or explore

e.g. "Build an app, make videos, save 5h/wk"

4 Time & Budget

Minutes per day + monthly spend on tools

e.g. "30 min/day, up to \$30/month"

5 How You Learn

Hands-on explorer, structured, or video-led

e.g. "I learn by doing – just show me tools"

6 Your Work Context

Tools you use, team size, privacy restrictions

e.g. "MS365, team of 10, finance sector"

Then say:

"Build me a week-by-week AI roadmap from this."

Ask for: free vs paid tools, Week 1 quick wins & time estimates.

Get Started with AI

A Practical 2-Month Roadmap

Beginner-Friendly

8 Weeks

Action-Oriented

Month 1 – Build the Habit

WEEK 1

Feel the Magic — ChatGPT, Claude & Gemini

- Sign up for ChatGPT, Claude.ai and Gemini
- Try the same prompt in all 3 to determine preferred platform
- Replace one daily task: email, doc summary or Q&A

WEEK 2

WEEK 2

Explore the AI Playground

- NotebookLM: synthesise multiple docs instantly
- AI avatars & video: try HeyGen and Kling
- Image creation: try Gemini with Nanobanana
- Vibecoding: describe a simple app idea to Claude

WEEK 3

Claude Cowork & Building Agents

- Set up a personal AI assistant in Claude Projects
- Automate real desktop tasks with Claude in Cowork
- Build a simple AI agent using a prompt chain

WEEK 4

AI for Your Specific Role

- Find 3 AI tools purpose-built for your industry
- Replace one weekly report with an AI-generated draft
- Propose one AI-powered improvement to your team

Month 1 Milestone: 3 AI platforms used, creative tools explored, agent built, AI applied to your role.

Month 2 – Go Deeper

WEEK 5

Master Prompting

- Learn role, context & format prompting techniques
- Build a personal library of reusable prompt templates
- Share one prompt template with a colleague

WEEK 6

Build Your First App

- Use Claude or ChatGPT to scaffold a simple web app
- Try Bolt.new, Lovable, or Replit AI for vibecoding
- Deploy something live — even a one-page tool

WEEK 7

Workflow Automation — No Code

- Connect your apps with Zapier or Make (free tier)
- Auto-summarise emails or Slack messages using AI
- Build a 3-step automation: trigger > AI > action

WEEK 8

Compound & Share

- Build a personal AI system of record document
- Join an AI community: LinkedIn group or Slack
- Teach one AI trick or tool to a friend or colleague

Month 2 Milestone: Live app built, workflow automated, prompting mastered, team's AI go-to person.

Tip: 15-30 minutes a day beats binge sessions. Consistency is the real skill.



Now you're AI-ready.

Save this and share it with someone who needs a practical place to start with AI.

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