

AI Without the Fear

*How to Save Time, Stay Safe, and Use
Artificial Intelligence with Confidence*

By Eric Holmlund

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This book is intended to help you better understand artificial intelligence and use it more confidently in everyday life. It is not intended to provide professional medical, legal, financial, tax, or other professional advice. Always consult a qualified professional regarding decisions involving your health, finances, legal matters, or other important personal situations.

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Ultimately, artificial intelligence is just that—a tool. Like any tool, its value depends on how it is used. My hope is that this book helps you use it thoughtfully, safely, and confidently so you can spend more time on the people and activities that matter most.

Introduction

The Conversation That Inspired This Book

A few weeks ago, I was talking with my next-door neighbor. He's 87 years old, and over the years we've had many enjoyable conversations about life, family, and how much the world has changed during his lifetime.

This conversation was different.

At one point he looked at me and said that, in some ways, he thought artificial intelligence might be the worst thing he'd ever seen.

That surprised me.

I work with AI every day. In fact, I build AI software as part of my business. My first instinct could have been to explain all the amazing things AI can do or to convince him he was wrong.

Instead, I listened.

As he explained his concerns, I realized they weren't unreasonable at all.

He told me that when he goes online looking for news or information, he no longer knows what he can trust. Pictures can be fake. Videos can be fake. Articles can be written by

computers. It feels like the internet has become harder to navigate than ever before.

The more he talked, the more I understood.

His problem wasn't that he hated technology.

His problem was that he didn't know what was real anymore.

I suspect many people feel exactly the same way.

A few minutes later, our conversation shifted to something completely different. He mentioned how quickly life passes and how, at 87 years old, the years seem to have gone by faster than he ever imagined.

That part of the conversation stayed with me.

Because I believe he's right.

Time is the one thing we can never make more of.

Every one of us has experienced wishing for "just one more hour" in the day. We all have projects we'd like to finish, books we'd like to read, places we'd like to visit, grandchildren we'd like to spend more time with, and friends we'd like to call more often.

We can't create more time.

But sometimes we can waste less of it.

That, to me, is where AI has the greatest potential.

Not because it's exciting.

Not because it's the latest technology.

Not because everyone else is using it.

But because, when used wisely, it can help us spend less time struggling with everyday tasks and more time enjoying the people and activities that matter most.

Around the same time, I found myself thinking about my dad.

He's in his seventies and has always been careful about new technology. One day we were talking about music, something he has loved his entire life. I suggested he try Spotify. His first reaction wasn't about the music—it was about privacy. He didn't like the idea of another technology company knowing more about him.

I understood where he was coming from.

At the same time, I couldn't help thinking about everything he was missing. Spotify wouldn't just let him replay the songs he already loved. It could introduce him to artists and music he'd probably never discover otherwise. Knowing how much joy music has brought him throughout his life, I believe that one simple piece of technology could genuinely enrich his retirement.

That conversation reminded me of something important.

New technology almost always involves tradeoffs.

Sometimes those tradeoffs aren't worth making.

Sometimes they absolutely are.

The key is understanding them well enough to make your own decision instead of letting fear—or hype—decide for you.

I've spent more than 25 years helping people understand new technology. During that time, I've watched the internet transform how we communicate, learn, work, shop, and stay connected with one another. Today, much of my work involves developing and teaching people how to use artificial intelligence effectively.

You might think that means this book is going to tell you AI is the greatest invention ever.

It isn't.

Artificial intelligence has real risks.

It makes mistakes.

It can be used to create convincing scams, fake images, misleading videos, and misinformation. We'll talk openly about those concerns because they matter.

But that's only part of the story.

Like a hammer can build a house or break a window, AI is simply a tool. The tool itself isn't good or bad. What matters is how people choose to use it.

My goal in writing this book isn't to persuade you to embrace every new technology that comes along.

It's simply to help you understand what AI is, what it isn't, where it can genuinely make life easier, where you should be

cautious, and how to use it with confidence if you decide it's right for you.

You don't need to become a technology expert.

You don't need to keep up with every new trend.

You don't even need to use AI every day.

But I do hope that by the time you finish this book, you'll feel informed enough to make your own decisions—without fear, without pressure, and without feeling left behind.

If this book helps you save a little time, reduce a little frustration, or discover a new way to enjoy this season of your life, then writing it will have been well worth it.

So, pull up a chair, pour yourself a cup of coffee, and let's talk about artificial intelligence together.

Chapter 1

It's Okay to Feel Skeptical

If you're feeling uncertain about artificial intelligence, let me begin by saying something that might surprise you:

I think that's perfectly normal.

In fact, I would be more concerned if you accepted every new technology without asking questions.

Healthy skepticism is a good thing.

It means you're thinking.

It means you're weighing the benefits against the risks instead of simply following the crowd.

The challenge is making sure skepticism doesn't quietly become fear. Skepticism asks questions. Fear often decides the answers before we've had a chance to learn.

Every generation has experienced moments like this.

When television first became popular, some people believed it would ruin conversation and destroy family life.

When credit cards became common, many people refused to carry them. Cash had worked perfectly well for decades, so why change?

When banks introduced ATMs, plenty of people insisted they would never trust a machine with their money. It seemed safer to speak with a teller face to face.

Then came personal computers.

I remember when many people wondered why anyone would ever need a computer at home. It seemed like something only businesses or scientists would use.

A few years later, the internet arrived.

Many people were hesitant. Shopping online sounded risky. Sending credit card information over a computer seemed almost unthinkable. Even email felt strange compared to writing letters or making a phone call.

Then came smartphones.

Some people embraced them immediately. Others held onto their flip phones for years because they simply didn't see the need.

Looking back, it's easy to smile at some of those reactions.

But here's an important lesson:

The people who were cautious weren't foolish.

They were being human.

Every major technological change asks us to leave something familiar and step into something unfamiliar. That's uncomfortable for almost everyone.

Artificial intelligence simply feels like the next big step in that long story.

The difference is that AI has arrived faster than many previous technologies. It also receives an enormous amount of attention in the news. One day you hear that AI is going to solve the world's biggest problems. The next day you hear it's going to replace every job or make it impossible to tell what's real anymore.

No wonder people feel confused.

When every headline seems designed to grab your attention, it's hard to know what to believe.

That's one of the reasons I wanted to write this book.

Not to tell you that every concern is overblown.

Not to tell you that AI is either wonderful or terrible.

Just to help separate facts from headlines.

One thing I've learned over the years is that most new technologies are neither miracles nor disasters.

They're tools.

Some people use them wisely.

Some people use them carelessly.

The technology itself usually isn't the whole story.

Think about the internet.

The same internet allows grandparents to video chat with grandchildren across the country. It also allows scammers to trick people out of their savings.

Email lets us stay in touch instantly, but it also brings unwanted spam.

Social media helps people reconnect with lifelong friends, but it can also spread misinformation.

The tool didn't decide those outcomes.

People did.

Artificial intelligence is much the same.

It can help someone understand a confusing insurance letter in plain English.

It can also be used to create a fake photograph.

Both things are true.

Understanding both sides is far more useful than pretending only one exists.

As we go through this book, you'll notice that I'm not asking you to become an early adopter or a technology enthusiast.

I'm simply inviting you to become an informed user.

There's a big difference.

You don't have to use every AI tool that comes along.

You don't have to chase every new trend.

In fact, I don't recommend that.

Instead, I'd like to help you understand enough about AI that you can confidently answer questions like these for yourself:

- Is this tool actually useful?
- Is it worth my time?
- What are the risks?
- What information should I avoid sharing?
- Is there a better way to accomplish the same task?

Those are wise questions.

And wise questions usually lead to wise decisions.

If you remember only one idea from this chapter, let it be this:

You don't have to choose between blind trust and complete rejection.

There's a much better option.

Learn enough to decide for yourself.

That's exactly what we're going to do together.

Give It a Try

Think back over your own lifetime.

What new technology were you most skeptical about at first?

Maybe it was email.

Maybe it was online banking.

Maybe it was a smartphone.

Now ask yourself:

Did my opinion change after I actually learned how to use it?

You may discover that you've successfully adapted to new technology many times before.

Artificial intelligence isn't the first big change you've lived through.

And it probably won't be the last.

Chapter 2

What AI Really Is (And Isn't)

One of the biggest reasons artificial intelligence feels intimidating is that most people don't actually know what it is.

And that's understandable.

News stories often make AI sound like either the greatest invention in human history or the beginning of a science fiction movie.

The reality is much less dramatic.

Let's start with what AI **isn't**.

AI is not alive.

It doesn't have feelings.

It doesn't have hopes or dreams.

It doesn't get excited, worried, happy, or sad.

It doesn't have common sense the way people do.

And despite how natural some conversations with AI can feel, it doesn't "know" you the way another person knows you.

So what **is** it?

Here's the simplest way I've found to explain it.

Imagine hiring the most well-read research assistant in history.

This assistant has read an astonishing number of books, articles, websites, manuals, recipes, historical documents, and public conversations. If information has been published somewhere, there's a good chance this assistant has learned from something similar.

Because of that, the assistant can often answer questions remarkably well.

Need help writing a letter?

No problem.

Want a recipe using the ingredients already in your refrigerator?

It can help.

Need a simple explanation of a confusing topic?

It can often explain it in plain English.

But this assistant has an important weakness.

Sometimes it sounds completely confident... even when it's mistaken.

It doesn't intentionally lie.

It simply predicts what the most likely answer should be based on patterns it has learned.

Most of the time, those predictions are very good.

Sometimes they're wrong.

That's why it's so important to verify anything that really matters.

Another way to think about AI is this:

Imagine your smartphone's autocomplete feature—the one that tries to guess the next word as you type.

Artificial intelligence works in a similar way, just on an incredibly larger scale.

Instead of predicting one word, it predicts entire sentences, paragraphs, conversations, computer code, images, music, and much more.

It's constantly asking itself:

"Based on everything I've learned, what should come next?"

That may sound surprisingly simple.

In many ways, it is.

The amazing part isn't that AI thinks like a person.

The amazing part is how good it has become at recognizing patterns.

Those patterns allow it to translate languages, summarize long documents, answer questions, brainstorm ideas, organize information, and carry on conversations that feel surprisingly natural.

That's why talking with AI often feels like chatting with another person.

But don't let that fool you.

The conversation may feel human.

The intelligence works very differently.

Here's an example.

If you ask me what my favorite childhood memory is, I can answer because I actually had a childhood.

I have experiences.

Memories.

Emotions.

Artificial intelligence has none of those things.

If you ask AI the same question, it can certainly write a beautiful answer—but it isn't remembering anything. It's generating words that fit the conversation based on patterns it has learned.

That difference is important.

AI generates.

Humans remember.

AI predicts.

Humans experience.

AI has information.

People have lives.

Once you understand that distinction, AI becomes much easier to understand.

It's less mysterious.

It's less frightening.

And it's much easier to use wisely.

One more thing is worth remembering.

You don't need to understand exactly how electricity works to enjoy reading under a lamp.

You don't need to understand how your car's engine works to drive to the grocery store.

And you don't need to understand the complex mathematics behind artificial intelligence to benefit from it.

You only need to understand what it does well...

...and what it doesn't.

We'll spend the rest of this book exploring exactly that.

Give It a Try

If you have access to an AI assistant such as ChatGPT, Claude, Gemini, or another similar tool, ask it a question about something you've always been curious about.

For example:

- "Why is the sky blue?"
- "How do birds know where to migrate?"
- "Explain how a microwave oven works."
- "Who invented the zipper?"
- "Why do leaves change color in the fall?"

Notice how naturally the conversation feels.

Then remember this important lesson:

Just because AI sounds confident doesn't automatically mean it's correct.

If the answer is important—especially if it involves your health, finances, legal matters, or breaking news—take a moment to verify it with a trusted source.

That's one of the best habits you can develop when using AI.

Chapter 3

The Real Risks

By now, you may be thinking,

"This all sounds helpful, but what about the dangers?"

That's an important question.

In fact, it's one of the reasons I wanted to write this book.

Artificial intelligence is an amazing tool.

It is **not** a perfect tool.

And like every powerful technology, it can be used for both good and bad purposes.

Let's talk honestly about some of the biggest risks.

Fake News

One of my neighbor's biggest concerns was that he no longer knows what to believe online.

I understand exactly what he meant.

Years ago, creating a convincing fake news article required time, skill, and effort.

Today, someone can ask AI to write a professional-looking article in just a few seconds.

That doesn't mean every article online is fake.

Far from it.

But it does mean we should become more thoughtful readers.

If a story seems outrageous, shocking, or designed to make you immediately angry, it's worth slowing down and asking a few questions.

Who published it?

Can I find the same story reported by several trustworthy news organizations?

Does it include evidence, or just opinions?

A few extra minutes of checking can save us from believing something that isn't true.

Fake Images and Videos

Not long ago, most people believed that seeing a photograph or video meant something had actually happened.

That assumption is no longer safe.

Today's AI tools can create incredibly realistic pictures of people, places, and events that never existed.

The same is becoming true of videos.

This doesn't mean you should become suspicious of every picture you see.

It simply means that extraordinary images deserve a second look.

If a photograph seems almost too incredible to believe, it may be worth asking whether other trusted sources are showing the same thing.

As the old saying goes, "Seeing isn't always believing."

Scams

Unfortunately, scammers have embraced AI just as quickly as everyone else.

Some scams now include emails with perfect grammar instead of obvious spelling mistakes.

Others use AI-generated voices that sound remarkably realistic.

Some even create fake videos that appear to show a trusted person saying something they never actually said.

The goal hasn't changed.

Scammers still want your money, your personal information, or access to your accounts.

Only their tools have become more convincing.

The best defense is the same as it has always been:

Slow down.

Be cautious.

If someone creates a sense of urgency—"Act now!" or "Your account will be closed today!"—pause before responding.

If money or personal information is involved, verify the request another way.

Call the company using a phone number you know is legitimate.

Talk with a family member.

Take a few minutes before making a decision.

Scammers thrive on panic.

Wisdom grows in patience.

AI Can Be Wrong

This surprises many people.

Because AI often sounds so confident, it's easy to assume it's always right.

It isn't.

Sometimes AI misunderstands a question.

Sometimes it leaves out important details.

Sometimes it simply gets the facts wrong.

People in the AI world even have a name for this.

They call it a "hallucination."

It's an odd term, but all it really means is that the AI generated information that sounds believable but isn't actually true.

That's why I never recommend using AI as your only source for important decisions.

If you're making a major financial decision...

Verify it.

If you're dealing with a legal matter...

Verify it.

If it's about your health...

Verify it.

Think of AI as a helpful assistant, not as the final authority.

A Good Rule to Remember

Over the years, I've developed a simple habit whenever I use AI.

I ask myself one question:

"What would happen if this answer were wrong?"

If the answer is:

"Not much."

Then I usually move on.

If the answer is:

"This could affect my health, finances, safety, or an important relationship."

Then I double-check.

That one simple habit has served me well.

Keeping Things in Perspective

After reading all of this, you might wonder whether AI is simply too risky to use.

I don't think so.

The internet contains scams.

Most of us still use the internet.

Email contains scams.

Most of us still use email.

Telephones are used by scammers every day.

We still answer the phone.

The existence of bad actors doesn't make a tool worthless.

It simply means we learn how to use it wisely.

Artificial intelligence is no different.

Yes, there are real risks.

Yes, there are people who misuse it.

Yes, it sometimes makes mistakes.

Those concerns aren't imaginary.

They're simply not the whole story.

Millions of people are also using AI every day to learn, create, solve problems, save time, and make life a little easier.

The goal isn't to ignore the risks.

The goal is to understand them well enough that they don't keep you from benefiting from the good.

Knowledge is a much better guide than fear.

And that's exactly what we're building together, one chapter at a time.

Give It a Try

The next time you see a surprising story, photograph, or video online, don't immediately believe it—or dismiss it.

Instead, practice asking a few simple questions:

- Where did this information come from?
- Is it being reported by more than one trustworthy source?
- Does it seem designed to inform me, or simply to make me angry or afraid?
- Is there evidence to support the claims?

You don't have to become cynical.

Just become curious.

A little curiosity is one of the best tools you have for navigating the AI age.

Chapter 4

Why I'm Optimistic Anyway

If you've read this far, you probably know that I'm not someone who believes artificial intelligence is going to solve every problem.

It won't.

It's not magic.

It's not perfect.

And it certainly isn't a replacement for human relationships, wisdom, or experience.

So why am I optimistic?

The answer has very little to do with technology.

It has everything to do with time.

When my 87-year-old neighbor and I finished talking about artificial intelligence, our conversation drifted in another direction.

He began talking about life.

About how quickly the years had gone by.

About how it felt like only yesterday he was raising children, building a career, making plans for the future.

Now he looked back and wondered where all the time had gone.

I don't think he's alone.

Whether you're 37, 57, or 87, one thing seems to happen to almost everyone as we get older.

The years begin to feel shorter.

Birthdays seem to arrive more quickly.

Christmas comes around before we feel ready.

Children become adults.

Grandchildren grow up.

Friends move away.

Hair turns gray.

The calendar somehow moves faster every year.

No matter how much money we earn...

No matter how successful we become...

We never figure out how to make more time.

Time is the one thing we're all running out of.

That realization has changed the way I look at technology.

For years, many companies have promoted new gadgets by promising they'll make us more productive.

Personally, I've never been very inspired by that idea.

Productivity isn't the goal.

Living well is.

If a tool helps me finish my work faster so I can spend more time with my family...

That's valuable.

If it helps me spend less time wrestling with paperwork and more time enjoying a quiet evening...

That's valuable.

If it saves me an hour of frustration...

It has given me something I'll never get back any other way.

An hour.

Artificial intelligence can't add years to our lives.

But it can often give us back pieces of our day.

Those pieces add up.

Imagine spending fifteen minutes instead of two hours trying to understand a confusing insurance document.

Imagine planning a vacation in twenty minutes instead of spending an entire afternoon jumping from website to website.

Imagine asking one question and getting a simple explanation instead of reading ten different articles that all seem to contradict each other.

Imagine writing a thoughtful letter to a friend without struggling over every sentence.

None of those things are miraculous.

They're simply practical.

And practical improvements have a way of making everyday life a little lighter.

Think about how you might use an extra hour each week.

Maybe you'd spend it with your grandchildren.

Maybe you'd finally read that book that's been sitting on your nightstand.

Maybe you'd volunteer at church.

Maybe you'd take your spouse out for lunch.

Maybe you'd work in the garden.

Maybe you'd go fishing.

Maybe you'd simply sit on the porch with a cup of coffee and enjoy a peaceful afternoon.

Those moments are the real reward.

AI isn't replacing them.

It's helping make more room for them.

One thing I've learned over the years is that technology is most valuable when it quietly disappears into the background.

The best tools aren't the ones that constantly demand our attention.

They're the ones that remove little frustrations so we can focus on something better.

I use AI almost every day.

Not because I'm fascinated by artificial intelligence itself.

Honestly, most days I hardly think about the technology.

I think about what it helps me accomplish.

Sometimes it's helping me organize ideas for a project.

Sometimes it's explaining a topic I want to learn more about.

Sometimes it's helping me write more clearly.

Sometimes it's saving me from an hour of searching for information.

When it's finished, I close my computer and go live my life.

That's the point.

Technology should serve people.

People should never serve technology.

That's one reason I encourage people to think carefully about how they use AI.

Don't use it simply because it's new.

Use it because it genuinely makes part of your life better.

If it doesn't...

You don't need it.

If it does...

Don't feel guilty about letting a tool help you.

Throughout history, people have invented better tools.

Better plows.

Better hammers.

Better washing machines.

Better automobiles.

Better calculators.

Each one removed a little bit of unnecessary work from everyday life.

Artificial intelligence is simply another tool in that long history.

It isn't replacing the things that matter.

It's helping us spend more time on the things that matter most.

And when I think back to my conversation with my neighbor, I realize that's what I wish I had explained more clearly.

We can't stop time.

None of us can.

But if a tool helps us spend less time frustrated...

Less time searching...

Less time confused...

Less time stuck...

Then perhaps it gives us something surprisingly precious.

Not more years.

But more moments.

And in the end, I suspect that's what most of us are really looking for.

Give It a Try

Think about one task that regularly frustrates you or takes longer than you wish it did.

It might be:

- Understanding a bill or statement.
- Planning a trip.

- Writing an email.
- Looking up information online.
- Finding a recipe.
- Comparing products before making a purchase.

Now ask an AI assistant for help with that one task.

Don't worry about becoming an expert.

Just see if it saves you a little time.

If it does, ask yourself this simple question:

"What will I do with the time I just got back?"

That's the real value of AI.

Chapter 5

A Story About My Dad

I'd like to tell you a story about my dad.

He's in his seventies, and like many people his age, he's watched the world change at an incredible pace.

When he was growing up, there were no smartphones.

No internet.

No email.

No streaming music.

Technology has transformed almost every part of daily life during his lifetime.

Like many people, he's cautious about new technology.

One day we were talking about music.

If you know my dad, you know he loves music.

He has spent a lifetime listening to it, collecting it, and enjoying it. It's one of the great pleasures in his life.

I suggested he give Spotify a try.

His first response wasn't about the music.

It was about privacy.

He didn't like the idea of another technology company collecting information about him.

I understood exactly what he meant.

The truth is, many of us are uncomfortable with how much information companies collect today.

That's a reasonable concern.

Privacy matters.

Our personal information has value, and we should think carefully about where we share it.

So I wasn't trying to convince him that privacy doesn't matter.

I was asking a different question.

What do you receive in return?

Every useful technology involves some kind of tradeoff.

When you order something online, you give a company your address.

When you use GPS on your phone, your location helps provide directions.

When you use email, your messages travel through computers owned by someone else.

When you stream music, the service learns what kinds of songs you enjoy so it can recommend others you might like.

In each case, you're making a decision.

You're giving up a little information in exchange for a service that provides value.

Sometimes that tradeoff isn't worth it.

Sometimes it absolutely is.

That's a decision each of us gets to make.

As I thought about my dad, I couldn't help thinking about everything he might enjoy if he gave Spotify a chance.

Yes, he could listen to the songs he already knows and loves.

But that's only part of the experience.

Because Spotify learns what you enjoy, it can introduce you to artists you've never heard before.

Songs that fit your tastes.

Albums you might never have discovered on your own.

As someone who loves music myself, I think there's something special about discovering a song you've never heard before and instantly realizing,

"I love this."

That feeling doesn't disappear just because we get older.

If anything, it becomes even more precious.

Finding a new favorite song is a small joy.

And life is made up of small joys.

The more I thought about it, the more I realized this wasn't really a story about Spotify.

It was a story about how we respond to change.

When something new comes along, we usually have three choices.

We can embrace it without asking questions.

We can reject it without giving it a chance.

Or...

We can learn enough to decide whether it's actually useful for us.

I think that third option is almost always the wisest.

Not every new technology deserves a place in your life.

I've ignored plenty of technology trends over the years because I didn't think they would improve my life.

And that's perfectly okay.

You don't need every new gadget.

You don't need every new app.

You don't need to sign up for every new service.

On the other hand, I've also discovered technologies that genuinely made life better.

Email helped me stay connected with people around the world.

Video calls made it possible to see loved ones who lived far away.

GPS made traveling easier.

Digital photography made it simple to preserve family memories.

Artificial intelligence has become another one of those useful tools for me.

Not because it's fashionable.

Not because everyone is talking about it.

Because it helps me save time and solve problems.

That's all.

I don't use AI because I love technology.

I use it because I love what it allows me to spend more time doing.

Looking back, I don't know whether my dad will ever become a Spotify user.

Maybe he will.

Maybe he won't.

That's his decision.

But I do hope he'll continue asking an important question whenever a new technology comes along.

Not,

"Is this new?"

Not,

"Is everyone else using it?"

But,

"Would this genuinely make my life better?"

That's the question I encourage you to ask about artificial intelligence.

Not whether your neighbor is using it.

Not whether the news says it's amazing.

Not whether someone online says it's dangerous.

Simply this:

Will this help me?

If the answer is yes...

Learn more.

If the answer is no...

You can move on without feeling like you've missed out.

Technology should never become a burden.

It should become a blessing.

And sometimes the wisest decision isn't saying yes or no.

It's simply giving yourself permission to look with an open mind before deciding.

Give It a Try

Think about one technology that you were hesitant to use but eventually came to appreciate.

Maybe it was:

- Email
- Online banking
- A smartphone
- GPS navigation
- Video calling
- Online shopping

Ask yourself:

- Why was I hesitant?
- What finally convinced me to try it?
- Has it made my life better?

Now think about artificial intelligence.

You don't have to decide today whether you'll use it regularly.

But perhaps you can ask the same question you asked before:

"Is it worth giving this a fair chance?"

Sometimes that's all it takes to discover a tool that truly improves everyday life.

Chapter 6

Everyday Ways AI Can Help

By now, you understand what artificial intelligence is.

You also understand that it isn't perfect.

So let's move from theory to something much more practical.

How can AI actually make everyday life a little easier?

You might be surprised by how many small tasks AI can help with.

Remember, you don't have to use every idea in this chapter.

If even two or three of them make your life easier, that's a wonderful place to start.

Staying in Touch

Many people enjoy writing to friends and family but sometimes struggle to find the right words.

AI can help you:

- Write a birthday card.
- Write a thank-you note.
- Send a thoughtful email.
- Rewrite something to sound friendlier.
- Check spelling and grammar.

- Make a message shorter or clearer.

The words are still yours.

AI simply helps you express them.

Understanding Confusing Information

We've all opened a letter and thought,

"What in the world does this mean?"

AI is excellent at translating complicated language into plain English.

For example:

- Insurance paperwork
- Medical forms
- Government letters
- Bank documents
- Product warranties
- Instruction manuals

Instead of reading the same paragraph five times, you can simply ask:

"Can you explain this in simple language?"

Planning Trips

Travel can involve a surprising amount of research.

AI can help you:

- Build a vacation itinerary.
- Find scenic driving routes.
- Suggest interesting stops along the way.
- Recommend restaurants.
- Create packing checklists.
- Estimate travel times.
- Suggest activities based on your interests.

Instead of spending hours searching dozens of websites, you can begin with one conversation.

Discovering New Recipes

Have you ever opened the refrigerator and wondered,

"What can I make with what's already here?"

AI loves questions like that.

You can ask:

- "I have chicken, potatoes, carrots, and onions. What can I make?"
- "Give me a healthy dinner for two."
- "Suggest recipes that are low in sodium."
- "Help me recreate my favorite restaurant meal."

It can even adjust recipes if someone has food allergies or dietary restrictions.

Learning Something New

One of the things I enjoy most about AI is that it's an excellent teacher.

You can ask it almost anything.

For example:

- Explain astronomy.
- Teach me about the Civil War.
- Help me understand the stock market.
- Explain how solar panels work.
- Tell me about birds in my area.
- Explain why leaves change color.
- Teach me beginner photography.
- Help me learn a musical instrument.

The wonderful thing is that you can keep asking follow-up questions until the explanation makes sense.

Unlike a classroom, AI never gets impatient.

Enjoying Your Hobbies

Almost every hobby becomes easier with a helpful assistant.

Whether you enjoy:

- Gardening
- Fishing
- Woodworking
- Quilting
- Knitting
- Painting
- Photography
- Bird watching
- Model railroads
- Astronomy
- Cooking
- Music

...AI can answer questions, suggest ideas, recommend books, explain techniques, or help troubleshoot problems.

It won't replace the joy of the hobby.

It simply helps you enjoy it more.

Family History and Genealogy

Many people enjoy learning about their family's past.

AI can help you:

- Organize family stories.
- Create interview questions for older relatives.
- Explain historical records.

- Summarize census documents.
- Write family biographies.
- Organize old photographs.
- Create timelines of important events.

It's a wonderful way to preserve memories for future generations.

Bible Study

Many readers of this book enjoy reading the Bible.

AI can become a helpful study companion.

For example, you might ask:

- "Summarize the Book of James."
- "Explain the cultural background of the Good Samaritan."
- "What are some major themes in the Psalms?"
- "Compare the four Gospels."
- "Help me understand this difficult passage."

Of course, AI shouldn't replace your own reading, prayer, or trusted Bible teachers.

But it can often provide helpful background information and explain historical context in an easy-to-understand way.

Around the House

AI can also help with everyday home projects.

For example:

- Explain how to fix a running toilet.
- Help troubleshoot a dishwasher.
- Create a maintenance checklist.
- Estimate materials for a small project.
- Explain unfamiliar tools.
- Compare different products before buying.

Sometimes all you need is a simple explanation before deciding whether to tackle a project yourself or call a professional.

Computer Help

One of my favorite uses for AI is technical support.

Instead of searching through dozens of forums, you can simply describe the problem.

For example:

- "My printer won't connect."
- "My Wi-Fi keeps disconnecting."
- "How do I back up my photos?"
- "Why is my computer running slowly?"
- "How do I organize my files?"

It won't solve every problem.

But it often gets you pointed in the right direction much faster.

Organizing Your Thoughts

Sometimes the hardest part of any project is getting started.

AI can help organize your ideas.

You might ask it to:

- Create a grocery list.
- Plan a family reunion.
- Organize a birthday party.
- Build a weekly meal plan.
- Make a moving checklist.
- Create a daily routine.
- Brainstorm gift ideas.
- Organize notes from a meeting or book.

It's like having someone help you sort through the clutter in your mind.

Just for Fun

Not every use of AI has to save time.

Some are simply enjoyable.

You can ask it to:

- Recommend books you'll enjoy.
- Suggest classic movies.

- Create trivia questions for family game night.
- Explain famous works of art.
- Recommend music based on your favorite artists.
- Teach you interesting facts about places you'd like to visit.
- Help plan a family vacation.
- Suggest scenic day trips.
- Tell you about local history.
- Recommend books on a subject you've always wanted to learn.

Learning something new is one of life's great pleasures.

AI can help keep that curiosity alive.

Start Small

Looking at all these examples, you might think,

"Where do I begin?"

My advice is simple.

Don't try twenty things.

Try one.

Pick something that genuinely interests you.

Ask one question.

Have one conversation.

See what happens.

That's exactly how I began.

Years ago, I didn't wake up one morning and suddenly decide to use AI for everything.

I started with one question.

Then another.

Then another.

Over time, I discovered which uses genuinely saved time and which ones weren't particularly helpful.

You'll do the same.

Remember, AI isn't something you have to master.

It's simply another tool you can reach for when it makes life a little easier.

And if it helps you spend less time frustrated and more time doing the things you enjoy...

Then it's doing exactly what a good tool should do.

Give It a Try

Choose **one** of these prompts and simply see where the conversation leads.

- "Help me plan a three-day trip to a nearby town."
- "Explain this medical form in plain English."

- "Suggest three healthy dinners using chicken and vegetables."
- "Teach me about hummingbirds."
- "Help me write a birthday card for my granddaughter."
- "Recommend five books if I enjoy historical fiction."
- "Create a simple checklist for organizing old family photos."
- "Explain how to fix a running toilet."
- "Summarize the Book of Philippians."
- "What are five interesting places to visit within an hour of where I live?"

There are no perfect questions.

Just start with something you're genuinely curious about.

Curiosity is one of the best ways to discover how AI can become a useful part of everyday life.

Chapter 7

How to Stay Safe

By now, you probably have a better understanding of both the strengths and the limitations of artificial intelligence.

The good news is this:

You don't need to become a cybersecurity expert to use AI safely.

In fact, a few simple habits will protect you from most of the problems people encounter.

Think of these habits the same way you think about locking your front door.

You probably don't expect someone to break into your home every day.

You lock the door because it's a simple precaution.

Using AI wisely works much the same way.

Here are the habits I recommend.

1. Verify Anything Important

This is the single most important lesson in this entire book.

AI is an excellent assistant.

It should not be your final authority.

Whenever a decision involves your health, finances, legal matters, or personal safety, verify the information before acting on it.

Ask another trusted source.

Talk to a qualified professional.

Visit an official website.

Make a phone call.

Most of the time, verification only takes a few minutes.

Those few minutes are well spent.

2. Be Careful With Medical Advice

AI can explain medical terms surprisingly well.

It can help you understand a diagnosis.

It can summarize information about medications.

It can explain the purpose of a medical test.

Those are all helpful uses.

But AI should never replace your doctor.

If you have new symptoms, severe pain, or questions about your treatment, speak with a qualified medical professional.

Think of AI as a medical dictionary...

Not as your physician.

3. Be Careful With Financial Advice

The same principle applies to money.

AI can explain financial concepts.

It can help you understand budgeting.

It can define unfamiliar investment terms.

But it doesn't know your complete financial situation.

It doesn't know your goals, your income, your risk tolerance, or your family circumstances.

Never make an important financial decision based solely on an AI conversation.

Use it as one source of information—not the only source.

4. Watch for Scams

Scammers are always looking for new tools.

Artificial intelligence has simply given them another one.

Remember these warning signs:

- Someone wants money immediately.
- Someone asks for gift cards.
- Someone pressures you to act before thinking.
- Someone asks for passwords or verification codes.
- Someone claims there's an emergency but won't let you verify it.

Whenever you feel rushed...

Slow down.

Urgency is one of the scammer's favorite tools.

5. Protect Your Personal Information

Before sharing information with any online service—including AI—ask yourself:

"Would I be comfortable if another person saw this?"

Avoid sharing things like:

- Social Security numbers
- Bank account numbers
- Credit card numbers
- Passwords
- Medical records
- Tax documents
- Other highly personal information

When in doubt, leave it out.

You can usually ask your question without including sensitive details.

6. Use Common Sense

This may sound simple, but it's incredibly important.

If something seems too good to be true...

It probably is.

If someone promises guaranteed investment returns...

Be skeptical.

If an email claims you've won a prize you never entered...

Be skeptical.

If someone you've never met wants money...

Be skeptical.

Artificial intelligence hasn't changed these timeless principles.

It has simply made some scams more convincing.

Common sense is still one of your greatest defenses.

7. Ask Questions

One advantage of AI is that you can ask follow-up questions.

If an answer doesn't make sense...

Ask for clarification.

If it's too technical...

Ask it to explain in simpler language.

If you're unsure where the information came from...

Ask what sources or reasoning it used.

Good questions often lead to better answers.

A Simple Safety Checklist

Whenever you're using AI, ask yourself these questions:

- ✓ Is this about something important?
- ✓ If so, have I verified it somewhere else?
- ✓ Am I being pressured to act quickly?
- ✓ Am I about to share personal or financial information?
- ✓ Does this answer actually make sense?
- ✓ Would I feel comfortable discussing this with a trusted friend or family member before acting?

If you can answer those questions thoughtfully, you're already using AI more wisely than many people.

Confidence, Not Fear

Sometimes people ask me,

"Is AI safe?"

I usually answer with another question.

"Compared to what?"

The internet isn't perfectly safe.

Email isn't perfectly safe.

Telephones aren't perfectly safe.

Driving a car isn't perfectly safe.

Yet millions of people use those tools every day because they've learned how to use them responsibly.

Artificial intelligence belongs in that same category.

You don't have to fear it.

You don't have to trust it blindly either.

The goal is something much better.

Use it thoughtfully.

Verify what matters.

Protect your personal information.

Take your time before making important decisions.

Those habits will serve you well—not only when using AI, but whenever you're making decisions online.

Technology will continue to change.

Good judgment never goes out of style.

Give It a Try

The next time you use AI, ask it something that **isn't** a major life decision.

For example:

- Explain a historical event.
- Suggest a recipe.
- Help write a thank-you note.
- Recommend a good mystery novel.
- Explain how rainbows form.

Then practice one good habit.

Ask yourself:

"If this answer were important enough to affect my health, finances, or safety, how would I verify it?"

Developing that habit now will make you a more confident and safer AI user in the future.

Chapter 8

Your First Conversation With AI

If you've never used artificial intelligence before, this chapter is for you.

Take a deep breath.

You're probably about to discover something surprising.

Using AI is much easier than most people expect.

In fact, if you can send a text message or write an email, you already know almost everything you need to know.

One of the biggest misconceptions about AI is that you have to learn a special language to use it.

You don't.

You don't need computer experience.

You don't need technical vocabulary.

You don't need to memorize commands.

Just write the way you would talk to a helpful person sitting across the kitchen table.

That's it.

Imagine asking a friend,

"Can you help me understand this?"

Or,

"What do you think about this?"

That's exactly how you can talk to AI.

Don't worry about using the "perfect" words.

You don't have to.

One of the wonderful things about modern AI is that it understands ordinary conversation remarkably well.

If your first question isn't very clear, don't worry.

Simply ask another one.

Think of it as having a conversation instead of typing commands into a computer.

A Real Conversation

Imagine you want to learn more about hummingbirds.

You could type:

"I'd like to attract more hummingbirds to my backyard. What flowers should I plant?"

After AI answers, you might ask:

"Which of those flowers grow well in Colorado?"

Then:

"Which ones are easiest to care for?"

Then:

"Can you make a planting schedule for me?"

Notice what's happening.

You aren't starting over each time.

You're simply continuing the conversation.

That's one of AI's greatest strengths.

It remembers what you've been talking about and builds on it.

The same thing works whether you're planning a vacation, studying the Bible, writing a letter, or trying a new recipe.

There Are No Perfect Questions

Many first-time users worry they'll ask the wrong question.

Don't.

Some of my own conversations with AI begin with questions that are only one sentence long.

Others become long back-and-forth discussions.

Both approaches work.

In fact, here's a little secret.

Sometimes I simply type:

"Can you help me think this through?"

And we begin from there.

If your first attempt doesn't produce exactly what you wanted, don't give up.

Just explain what you'd like changed.

You can say things like:

- "Make it shorter."
- "Explain that more simply."
- "Can you give me another example?"
- "I don't understand that part."
- "Could you rewrite this in plain English?"

AI doesn't get frustrated.

It doesn't mind if you ask ten follow-up questions.

Sometimes that's the best way to learn.

Twenty Questions to Get You Started

If you're wondering what to ask, here are a few ideas.

Choose whichever one sounds interesting to you.

1. Explain how rainbows form.
2. Help me write a birthday card for my grandson.
3. Suggest three easy dinners for this week.
4. Explain this paragraph in simpler language.

5. Tell me about the history of my hometown.
6. Recommend five books if I enjoy western novels.
7. Help me plan a weekend road trip.
8. Explain the difference between Medicare Parts A, B, C, and D.
9. Teach me about hummingbirds.
10. Suggest flowers that bloom all summer.
11. Help me organize my family photos.
12. Summarize the Book of Proverbs.
13. Explain how to make better coffee.
14. Give me five ideas for inexpensive Christmas gifts.
15. Explain why my tomato plants aren't producing fruit.
16. Help me write an email to an old friend.
17. What are some interesting places to visit within two hours of where I live?
18. Explain how GPS works.
19. Tell me about a historical event I've never heard of.
20. What are five hobbies that are enjoyable to learn after retirement?

Those are only the beginning.

Once you become comfortable asking questions, you'll probably discover dozens of your own.

AI Likes Details

Here's one trick that often produces better answers.

Instead of asking:

"Suggest a vacation."

Try saying:

"My wife and I enjoy scenic drives, small towns, local history, and good restaurants. We'd like to take a four-day trip within a day's drive of home. What would you recommend?"

See the difference?

The more context you provide, the more helpful the answer usually becomes.

Think of it this way.

If you asked a travel agent for advice, you'd tell them something about your interests.

AI works much the same way.

You don't need to write a long paragraph.

Just include a few helpful details.

Don't Be Afraid to Experiment

One of the nicest things about AI is that there's almost no penalty for trying.

Ask a question.

See what happens.

If you don't like the answer...

Ask again.

Ask differently.

Ask for more detail.

Ask for less detail.

The conversation is flexible.

Some of my favorite discoveries have happened simply because I asked one more question.

Curiosity has a wonderful way of opening unexpected doors.

One Last Thought

When I first began using AI regularly, I didn't have a grand plan.

I wasn't trying to master a revolutionary technology.

I was simply curious.

I asked a question.

Then another.

And another.

Over time, those conversations became one of the most useful tools in my daily life.

Not because AI replaced my thinking.

But because it helped me think more clearly.

I hope the same thing happens for you.

Don't worry about becoming an expert.

Just start a conversation.

You may be surprised where it leads.

Give It a Try

If this is your very first experience with AI, start with this simple prompt:

"Hello! I've never used artificial intelligence before. I'm a beginner. Can you explain what you can help me with and ask me a few questions so I can see how this works?"

Then just answer naturally.

You don't need to impress the AI.

You don't need to use special words.

Simply have a conversation.

That's all there is to it.

Welcome to your first step into the world of artificial intelligence.

Chapter 9

Wisdom Still Matters Most

We've covered a lot of ground together.

We've talked about what artificial intelligence is.

What it isn't.

How it can help.

Where it can make mistakes.

How to stay safe.

And how to begin using it with confidence.

As we come to the end of this book, I'd like to leave you with one final thought.

Artificial intelligence is impressive.

Human wisdom is irreplaceable.

Those two ideas can exist at the same time.

In fact, I believe they should.

AI can search through enormous amounts of information in seconds.

You cannot.

But you've spent years learning things no computer ever will.

You've experienced success.

You've experienced disappointment.

You've raised children.

Built friendships.

Solved problems.

Made difficult decisions.

Learned from mistakes.

Celebrated victories.

Grieved losses.

Adapted to change.

Those experiences shape your judgment.

No computer has lived a life.

AI has information.

You have judgment.

AI has speed.

You have experience.

AI has data.

You have wisdom.

Those aren't competing strengths.

They're complementary.

Think about the difference between a map and a traveler.

A map can show every road.

But it has never walked one.

It doesn't know what it feels like to watch a sunrise over the mountains.

It doesn't know the joy of a family reunion.

It doesn't know the satisfaction of finishing a project you worked on for months.

It doesn't know the comfort of an old friend stopping by for coffee.

It simply contains information.

Life is lived by people.

Not machines.

That's why I don't believe AI will ever replace what matters most.

It won't replace kindness.

It won't replace love.

It won't replace faith.

It won't replace friendship.

It won't replace courage.

It won't replace wisdom.

Those qualities come from living.

What AI *can* do is help with the parts of life that often get in the way.

It can help explain something confusing.

It can help organize information.

It can save time on routine tasks.

It can help you learn.

It can help you communicate more clearly.

It can even spark new ideas.

Then it steps aside.

The living is still up to you.

Earlier in this book, I shared a conversation with my 87-year-old neighbor.

He was worried that AI was making it harder to know what was true.

I understand that concern.

I also shared the story of my dad and our conversation about Spotify.

His hesitation reminded me that every new technology asks us to make choices.

Looking back, I realize those conversations have something in common.

Neither one was really about technology.

They were about trust.

About judgment.

About deciding what deserves a place in our lives.

That's a decision no artificial intelligence can make for you.

Only you can.

If there's one hope I have for this book, it isn't that you'll become an AI expert.

Honestly, I don't think you need to.

My hope is much simpler.

I hope you'll feel a little less intimidated.

A little more curious.

A little more confident.

I hope you'll recognize that you don't have to understand every technical detail before you can benefit from a useful tool.

Most of us drive cars without understanding how every part of the engine works.

We enjoy electricity without understanding every law of physics.

We use microwaves, televisions, and smartphones without knowing everything happening inside them.

Artificial intelligence can be much the same.

You don't have to understand all the technology behind it.

You only need enough understanding to decide when it's useful...

...and when it isn't.

That's a much more achievable goal.

Technology will continue to change.

In fact, by the time you finish reading this book, new AI tools may already have been introduced.

That's okay.

The specific tools will change.

The principles we've discussed won't.

Stay curious.

Verify important information.

Protect your personal information.

Take your time when making important decisions.

Use technology to serve your life—not to control it.

And remember that no matter how advanced computers become, they will never replace the qualities that make us human.

One day, years from now, AI will undoubtedly be more capable than it is today.

There will be new tools.

New opportunities.

New challenges.

But I hope you'll remember something we've talked about throughout this book.

The purpose of technology isn't to become the center of your life.

The purpose of technology is to make more room for your life.

If AI helps you spend more time with your family...

Read one more good book...

Take one more fishing trip...

Volunteer a little more...

Learn something you've always wanted to learn...
Write one more letter...
Or simply enjoy one more peaceful afternoon...
Then it has done something worthwhile.
Not because artificial intelligence is remarkable.
But because your life is.
Thank you for spending this time with me.
I hope these pages have replaced a little uncertainty with
understanding.
And perhaps a little fear with curiosity.
The future doesn't belong only to people who understand
technology.
It also belongs to people who continue learning.
You've already done that your entire life.
I have every reason to believe you'll continue doing it now.

One Final Invitation

When you finish this book, don't worry about trying to use artificial intelligence for everything.

Instead, choose **one** small task.

Ask **one** question.

Have **one** conversation.

See whether it genuinely makes your day a little easier.

If it does, wonderful.

If it doesn't, that's okay too.

The goal was never to convince you to love AI.

The goal was simply to help you understand it well enough to decide for yourself.

And in my opinion, that's one of the wisest uses of technology there is.

Appendix A

50 Questions You Can Ask AI

One of the best ways to become comfortable with AI is simply to start asking questions.

Don't worry about asking the "perfect" question.

There isn't one.

If you don't get exactly the answer you're looking for, simply ask a follow-up question or explain what you'd like to change.

Here are fifty ideas to get you started.

Everyday Life

1. Help me create a grocery list for healthy meals this week.
 2. What can I make for dinner using the ingredients I already have?
 3. Create a simple weekly cleaning schedule for my home.
 4. Help me organize my daily routine.
 5. Suggest five inexpensive hobbies I might enjoy.
-

Writing and Communication

6. Help me write a birthday card for my granddaughter.
7. Write a thank-you note after receiving a gift.

8. Help me write an email to an old friend.
 9. Rewrite this letter to sound friendlier.
 10. Check this paragraph for spelling and grammar.
-

Learning

11. Explain how GPS works in simple language.
 12. Why do leaves change color in the fall?
 13. Tell me about the history of the Grand Canyon.
 14. Explain how solar panels work.
 15. Teach me something interesting about space.
-

Bible Study

16. Summarize the Book of Romans.
 17. Explain the Parable of the Good Samaritan.
 18. What can we learn from the life of Joseph?
 19. Explain this Bible verse in plain English.
 20. What are the major themes of the Gospel of John?
-

Health and Wellness

21. Explain this medical term in plain English.
22. Suggest healthy snack ideas.
23. What are some gentle exercises for older adults?
(Always discuss new exercise programs with your healthcare provider.)

24. Explain the purpose of this medical test.
 25. Help me understand this health article.
-

Home and Garden

26. Why aren't my tomato plants producing fruit?
 27. Suggest flowers that attract hummingbirds.
 28. How do I fix a running toilet?
 29. Help me create a seasonal home maintenance checklist.
 30. Explain how to clean hardwood floors safely.
-

Technology

31. My printer won't connect. Where should I start?
 32. How do I back up my photos?
 33. Why is my computer running slowly?
 34. Explain Wi-Fi in simple language.
 35. Help me organize my computer files.
-

Travel

36. Help me plan a four-day road trip.
37. Suggest scenic drives near my home.
38. What should I pack for an Alaska cruise?
39. Recommend interesting museums to visit.
40. Help me build a travel checklist.

Family History

41. Help me organize my family tree.
42. Create interview questions for my parents or grandparents.
43. Help me write a short family history.
44. Explain this old census record.
45. Help me organize decades of family photos.

Just for Fun

46. Recommend five classic movies I may have missed.
47. Suggest books based on my favorite authors.
48. Teach me about birds that visit my backyard.
49. Tell me five fascinating historical facts.
50. What should I ask you that most beginners never think to ask?

A Few Tips for Better Answers

If the first answer isn't exactly what you wanted, simply keep the conversation going.

Try saying things like:

- "Explain that more simply."
- "Can you give me an example?"
- "Make it shorter."

- "Make it more detailed."
- "Rewrite it in plain English."
- "Can you suggest three more ideas?"
- "Why do you recommend that?"
- "Is there another approach?"

Remember, AI isn't a search engine where you type a few keywords and hope for the best.

It's a conversation.

The more naturally you talk with it, the more helpful it usually becomes.

And don't forget one of the most important lessons from this book:

If the answer involves your health, finances, legal matters, or another important decision, take a few minutes to verify it with a trusted source before acting.

Appendix B

AI Words You'll Hear Explained Simply

You don't need to memorize these terms.

Think of this appendix as a small dictionary you can refer back to whenever you hear a word that sounds unfamiliar.

Artificial Intelligence (AI)

Artificial Intelligence, or AI, is a type of computer technology designed to perform tasks that normally require human intelligence, such as answering questions, writing, summarizing information, recognizing images, or solving problems. It's best thought of as a powerful tool rather than a person.

Chatbot

A chatbot is an AI system that communicates by having a conversation with you. You ask questions or make requests, and it responds much like another person would. Modern AI chatbots are designed to understand everyday language, so you don't need to learn special commands.

Prompt

A prompt is simply the message you type or speak to the AI. It can be as short as "Explain photosynthesis" or as detailed as several paragraphs. A prompt is nothing more than your request or question.

Large Language Model (LLM)

This is the technology behind many modern AI systems. A Large Language Model has learned patterns from enormous amounts of written material, allowing it to understand and generate natural-sounding language. Fortunately, you don't need to understand how it works in order to use it successfully.

Generative AI

Generative AI is AI that creates new content. It can write letters, summarize articles, generate images, compose music, suggest recipes, or help brainstorm ideas. Rather than simply finding existing information, it generates a new response based on what you've asked.

Hallucination

In the AI world, a hallucination is an answer that sounds convincing but contains incorrect or completely made-up information. AI isn't trying to deceive you—it has simply

predicted the wrong answer. That's why it's important to verify information that affects important decisions.

Context

Context is the background information that helps AI understand what you're asking. For example, instead of saying, "Plan a trip," you might say, "My wife and I enjoy scenic drives and small towns, and we'd like to take a four-day trip." That extra information gives the AI better context and usually leads to a better answer.

Training

Before an AI system can answer questions, it goes through a process called training. During training, it learns patterns from enormous collections of books, articles, websites, and other publicly available or licensed information. Training teaches AI how language works, but it doesn't give it human understanding or personal experience.

Token

A token is a small piece of text that AI processes while reading and writing. Most users never need to think about tokens. Some AI services mention token limits because they determine how much information the AI can handle in a single conversation.

Privacy

Privacy refers to how your information is collected, stored, and used. Different AI services have different privacy policies. As a general rule, avoid entering highly sensitive personal information such as passwords, Social Security numbers, bank account numbers, or confidential financial or medical records unless you understand how that service handles your data.

Conversation

Unlike a traditional search engine, AI remembers the current conversation as you continue asking questions. This allows you to ask follow-up questions, request changes, or explore a topic in greater depth without starting over each time.

Follow-up Question

One of AI's greatest strengths is that you can continue the conversation. If the first answer isn't exactly what you wanted, simply ask another question such as, "Can you explain that more simply?" or "Can you give me another example?" Good conversations usually produce better results than a single question.

Fact-Checking

Fact-checking means confirming important information using trusted sources. AI is often very accurate, but it can make mistakes. For important topics involving your health, finances, legal matters, or personal safety, always verify the information before acting.

Deepfake

A deepfake is an image, video, or audio recording created or altered using AI to make it appear that someone said or did something they never actually said or did. Some deepfakes are created for entertainment, while others are used to spread misinformation or commit fraud. If something seems surprising or unbelievable, it's wise to verify it before sharing or acting on it.

Voice AI

Voice AI allows you to speak naturally with artificial intelligence instead of typing. Many smartphones and computers now support voice conversations, making AI especially helpful for people who prefer talking over typing.

Image Generation

Some AI tools can create original pictures from a written description. For example, you could ask for "a watercolor

painting of a lighthouse at sunset" or "a birthday card with flowers and butterflies." These images are generated by AI rather than taken with a camera.

Search Engine

A search engine, such as Google or Bing, helps you find existing websites. AI is different. Instead of simply giving you a list of links, it usually provides a direct answer and allows you to continue the conversation by asking follow-up questions.

Common Sense

This isn't an official AI term, but it's one of the most important ideas in this book. AI has access to an incredible amount of information, but it doesn't possess human judgment, life experience, or common sense in the way people do. That's why your own wisdom remains one of the most valuable tools you have.

The Most Important Term

If you remember only one word from this appendix, let it be this:

Conversation.

Artificial intelligence isn't about memorizing commands or learning complicated computer language.

It's about having a conversation.

Ask a question.

Read the answer.

Ask another question.

Keep learning.

That's the simplest—and often the most effective—way to use AI.

Appendix C

Recommended AI Tools

If you've enjoyed this book, you may be wondering,

"Which AI tool should I try first?"

The good news is that you don't have to spend hours researching dozens of different services.

The four tools below are all excellent places to begin.

Each has its own strengths, but they all allow you to have natural conversations with artificial intelligence.

My advice is simple:

Don't worry about choosing the "perfect" one.

Choose one.

Spend a little time getting comfortable with it.

Once you understand how one AI assistant works, learning another is usually very easy.

ChatGPT

If you're completely new to AI, ChatGPT is an excellent place to start.

It has a clean, easy-to-use interface and is designed for natural conversation. Whether you're writing emails, asking questions, planning trips, brainstorming ideas, or learning something new, ChatGPT is capable of helping with an enormous variety of everyday tasks.

If someone asked me where to begin, this would probably be my first recommendation.

Claude

Claude is another outstanding conversational AI assistant.

Many people appreciate its thoughtful writing style and clear explanations. It's particularly good at helping with longer documents, summarizing information, brainstorming ideas, and refining written communication.

If you enjoy reading and writing, Claude is well worth exploring.

Gemini

Gemini is Google's AI assistant.

Because it comes from Google, it integrates well with many Google services and can be especially convenient for people who already use products like Gmail, Google Docs, or Google Drive.

It's another excellent all-purpose AI assistant for everyday questions and tasks.

Perplexity

Perplexity is a little different from the other tools.

While it still feels like a conversation, it's especially useful for researching topics because it frequently points you to the sources it used when answering your questions.

If you're trying to learn about a current event or research a subject in greater depth, Perplexity can be a particularly helpful choice.

Which One Is Best?

People ask me this question all the time.

My answer is usually the same.

They're all very good.

Each has strengths.

Each continues to improve.

Rather than worrying about finding the single "best" AI assistant, focus on becoming comfortable with whichever one you choose.

The conversation matters far more than the brand name.

A Few Tips Before You Begin

As you start using AI, keep these simple ideas in mind:

- Start with small, everyday questions.
- Don't worry about asking the "right" question.
- Ask follow-up questions if the first answer isn't quite what you wanted.
- Verify information that affects your health, finances, legal matters, or safety.
- Avoid sharing highly sensitive personal information.
- Remember that AI is a tool—not a replacement for your own judgment.

Those habits will serve you well no matter which AI assistant you choose.

Keep Learning

Artificial intelligence is changing quickly.

New features appear regularly.

Existing tools improve every month.

Don't feel like you have to keep up with every new announcement.

Instead, focus on learning one useful thing at a time.

A little curiosity, practiced consistently, goes a long way.

How I Personally Use AI

Throughout this book, I've shared how artificial intelligence has become a practical part of my everyday life and work.

Over the years, I've also developed my own workflows, techniques, and AI-powered tools to help people save time, work more efficiently, and get better results.

If you'd like to see how I personally use AI in my own business, or if you're interested in exploring some of the tools and training I've created, I'd love to share them with you.

AI Children's Book Maker –

<https://gptdash.com/childrens-book-maker-2500/>

GPTDash - <https://gptdash.com/live/>

ViralRevenueAi - <https://viralrevenueai.com/>

AiProductEngine - <https://aiproductengine.com/>

CourseMateAi - <https://getcoursemateai.com/>

Inner Profit Circle - <https://realwebproperty.com/thrive/>

Thank you for spending this time with me.

I sincerely hope this book has helped you see artificial intelligence not as something mysterious or intimidating, but simply as another tool—one that, when used wisely, can help make life a little easier and leave more time for the people and activities that matter most.

Happy learning!