

20 Tips for Getting the Most Out of AI

The habits I use every day, written in plain words. No technical background needed — just pick one tip and try it on something real. — Justin

01 **Talk to it like a person.**

Plain, everyday words work better than computer-speak. Ask the way you'd ask a smart friend.

02 **Say what you want the result to look like.**

"Write me a one-page letter" gets a better answer than "help me with a letter."

03 **Give it the background.**

Paste in the email, the notes, the details. The more it knows about your situation, the better the answer.

04 **One job at a time.**

Big requests come out better broken into steps — outline first, then write, then polish.

05 **Ask for a draft, not a masterpiece.**

Get something rough on the page fast, then improve it together.

06 **Fix instead of restarting.**

If the answer is close but not right, say what's wrong — "shorter," "friendlier," "less formal" — instead of starting over.

07 **Show an example.**

"Make it sound like this," with a sample of your own writing, gets your voice instead of a generic one.

08 **Have it interview you.**

Say "ask me what you need to know first." It will ask questions, and the result fits you better.

09 **Name the format.**

Table, bullet list, step-by-step, email — say which one you want and that's what you'll get.

10 **Name the audience.**

"Explain it like I'm brand new" or "write this for a customer" changes the whole answer.

-
- 11 **Work on your own material.**
It's most useful on your real stuff — your email, your spreadsheet, your plan — not made-up examples.
-
- 12 **Use it to get unstuck.**
The blank page is the hardest part of any job. Ask for a rough start and you're already moving.
-
- 13 **Ask for three options.**
Pick the one you like, then have it build that one out.
-
- 14 **Check the facts that matter.**
It sounds confident even when it's wrong. Verify anything important — numbers, dates, legal or medical details — before you rely on it.
-
- 15 **Keep private things private.**
Don't paste in passwords or anything you wouldn't want leaving your hands.
-
- 16 **Save the prompts that work.**
When a request comes out great, keep a copy. You'll reuse it for years.
-
- 17 **Ask it to explain anything.**
Any word, error message, or idea you don't understand — “explain this in plain language” is what it does best.
-
- 18 **Match the tool to the job.**
Chat for words and thinking, image tools for pictures, code tools for building. One tool doesn't do everything best.
-
- 19 **Push back.**
Tell it when it's wrong, ask “are you sure?”, make it explain itself. It doesn't get offended.
-
- 20 **Practice on small daily things.**
Use it for the little tasks — emails, lists, planning — and the habit builds. That's where it starts changing your day.
-