

How Seniors Learn AI



Companion Workbook

Meet your everyday helper for
answers, tasks, health, and home fixes

Large Print

Step-by-Step in Plain English

Dan Wilson M.B.A.

Companion Workbook for How Seniors Learn AI: Meet Your Everyday Helper for Answers, Tasks, Health, and Home Fixes

A practical guide in plain English

Dan Wilson

How Seniors Learn AI: Meet Your Everyday Helper for Answers, Tasks, Health, and Home Fixes

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DataCurl East LLC

Cary, North Carolina

Web: www.datacurl.com

Cover design by Dan Wilson

Book design by Dan Wilson

First edition: 2025

ISBN - Paperback: 979-8-9992400-3-3

ISBN - EPub: 979-8-9992400-4-0

ISBN - PDF: 979-8-9992400-5-7

Library of Congress Control Number: 2025923866

Printed in the United States of America

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PART 1

Notes:

Chapter 4: Privacy and Safety

12 Privacy and Safety Rules

Click to [download a printable version from our website](#)

PART 2 MONDAY - GETTING STARTED WITH AI

Notes:

Chapter 8: Lunch & Learn - Get Familiar with ChatGPT

ChatGPT sometimes updates its look, so your screen may not match exactly.

We have [a separate article with the ChatGPT interface diagrams explained](#), which you can bookmark and use until you get comfortable.

Chapter 10: Evening Reflection - Using ChatGPT with Voice

Dictate Mode

Press the mic icon and just speak. The text might look rough, but ChatGPT turns it into a clear response for you.

Voice Mode

Speak to ChatGPT and hear it speak back. It is a hands-free way to use AI while you do other things.

Using Dictate Mode in ChatGPT

1. **Open the ChatGPT app.**
2. **Tap the typing box.** You'll see a **microphone icon** appear on your keyboard.
3. **Press and hold (or tap) the microphone.**
4. **Speak your request.** Example:
 - "Write a cheerful birthday poem for my granddaughter, three short lines."
5. **Check the words on screen.** AI types as you speak. If something looks wrong, just correct it or say it again.
6. **Send your message.** Tap the arrow or "send" button like usual.

Troubleshooting Tips

- **If you don't see the microphone icon:** Make sure dictation is turned on in your phone's settings
- **If it types the wrong word:** Just say, "*scratch that*" and repeat slowly

- **If the app feels unresponsive:** Close and reopen ChatGPT, then try again

Safety Reminder: Voice is just another way of entering text. The same privacy rules apply. Don't speak sensitive details like Social Security or bank account numbers.

Using Voice Mode in ChatGPT

1. **Open the ChatGPT app** on your smartphone.
2. **Look for the sound wave icon** in the bottom-right corner of the screen.
3. **Tap the icon.** This starts Voice Mode.
4. **Pick a Voice.** The first time you use voice mode, you'll be asked to select a voice. Choose one that feels comfortable and pleasant to listen to.
5. **Speak naturally.** For example:
 - "Tell me a bedtime story about a cat and a turtle."
 - "What's an easy chicken recipe for tonight?"
6. **Listen to the reply.** ChatGPT will read its answer out loud.

PART 3 TUESDAY – USE CHATGPT TO CHECK EMAILS AND TEXTS

Extra Practice:

[Scam Detection Extra Practice on HowSeniorsLearnAI.com](https://www.how-seniors-learn-ai.com/scam-detection-extra-practice)

Notes:

Chapter 11: Good Morning - Detecting Scams

Tip: When dealing with suspicious messages, never click links, download files, or share personal data. AI is only checking the text content you paste.

1. Open the suspicious message

- If it's an email, open your Mail or Gmail app and tap or click the message.
- If it's a text, open your Messages app and view the conversation.

2. Copy the message text

- **On iPhone:** Press and hold on the text until options appear. Tap **Copy**. For long emails, drag the blue handles to highlight, then tap **Copy**.
- **On Android:** Press and hold the text. Look for "Copy" in a menu or toolbar.
- **On Web:** Use your mouse to highlight, and copy the text

*Tip: If it doesn't work the first time, that's normal. Try again.
Touchscreens are so touchy!*

3. Open ChatGPT on your phone

- Leave the message app and open your **ChatGPT app** (or web browser). You'll see the typing box at the bottom.

4. Paste the suspicious message

- Tap the box, press and hold, then choose Paste. The scammy message should now be in the ChatGPT box.

5. Ask ChatGPT to check it

- **Type something simple like:** “*Is this message a scam?*” or “*This email worries me. Can you check it?*”
- Then tap the **Send button**.

6. Read ChatGPT’s reply

- ChatGPT will point out clues, such as:
 1. The sender’s email looks fake.
 2. It asks for personal info.
 3. It threatens account suspension.

***Tip:** Think of ChatGPT as a neighborhood watch buddy.*

7. Take action

- **If ChatGPT says it’s a scam:** Delete or ignore it. Block the sender if you like.
- **If ChatGPT says it looks real:** Still be careful. For banks, Medicare, or Social Security, call their official number to confirm.
- **If ChatGPT isn’t sure:** Ask again: “*Explain in simple terms.*” Or double-check with a trusted friend.

***Tip:** Want to try this yourself? Just copy or type the sample message below into ChatGPT and see what it says.*

Sample Conversation

I received a suspicious email with this text. Is it a scam? "This is the Social Security Administration. Your payments will be stopped unless you buy \$500 in gift cards today and send us the numbers. Reply now to avoid suspension."

Chapter 13: Getting Things Done - Simplifying Official Letters

Social Security Letters

DISCLAIMER: AI can translate jargon but cannot give legal or financial advice. Always consult a licensed professional or official source for final decisions on SSA or Medicare forms.

Tutorial 1: Overpayment

Please explain this Social Security overpayment letter in plain English.

"We have determined that you received more money than you should have been paid. From January 2023 through April 2023, you were paid \$8,452.00 in benefits. Based on information we received from your employer and the IRS, you should have received \$6,052.00. This means you were overpaid \$2,400.00.

By law, we must recover this overpayment. Beginning with your July 2025 payment, we will withhold your entire monthly benefit of \$1,200.00 until the overpayment is recovered. If you do not agree with this decision, you have the right to appeal within 60 days of the date of this letter. You also have the right to request a waiver if you believe the overpayment was not your fault or if paying it back would cause financial hardship.

Please complete Form SSA-632 (Request for Waiver) or Form SSA-561 (Request for Reconsideration) and return it to your local Social Security office. If you have questions, call us toll-free at 1-800-772-1213."

Tutorial 2: Cost-of-Living Adjustment (COLA) Notice

Explain this COLA letter in simple terms with numbers:

"We are writing to tell you about a change in your Social Security benefits. Beginning January 2025, your monthly benefit will increase by 2.5%. Your new monthly benefit will be \$1,633.20.

Please note: The net amount you receive may be less than the gross amount shown above. This is because your Medicare Part B premium and any other deductions will be taken out of your benefit before payment is made.

This increase is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), as required by section 215(i) of the Social Security Act."

Tutorial 3: Acronym-Filled Letters (SSA alphabet soup)

List out each acronym in this letter and explain it in plain English

"If your claim is denied by the DDS, you may request a hearing before an ALJ at the OHO. The ALJ will review your case and issue a decision. If you disagree with the ALJ, you may appeal to the Appeals Council (AC)."

DISCLAIMER: AI is a translator, not a clinician or lawyer. Use this information to prepare. ALWAYS confirm critical choices with a professional.

Tutorial 1: Medicare Summary Notice (MSN) / Explanation of Benefits (EOB)

Please explain this Medicare Summary Notice in plain English

"This is a Medicare Summary Notice (MSN). This is not a bill. It shows all services and supplies billed to Medicare for the period January 1, 2025, through March 31, 2025.

Example

Provider: City Clini
Date of Service: 01/15/2025
Amount Charged: \$225.00
Medicare Approved: \$160.00
Medicare Paid: \$128.00
You May Be Billed: \$32.00

The maximum amount you may owe the provider is listed above. Keep this notice for your records. If you disagree with a service shown, you have the right to appeal."

Tutorial 2: Medical Billing Codes

Note: You don't need to input the billing code information from the letter. ChatGPT knows what these are.

What does CPT 99213 mean in plain English?

Explain HCPCS G0515.

Tutorial 3: Enrollment Period / Penalty Notice

Explain this Medicare penalty letter in simple terms

"Our records show you did not sign up for Medicare Part B during your Initial Enrollment Period. You may enroll now during the General Enrollment Period, January 1, 2025 - March 31, 2025. Coverage will begin July 1, 2025. Because you did not enroll when you were first eligible, your monthly premium will be increased by 10% for each 12-month period you could have had Part B but did not sign up. This penalty is required by law and will last as long as you have Part B. If you had employer health coverage, you may qualify for a Special Enrollment Period. Please contact us for more information."

Tutorial 4: IRMAA (Income-Related Premium Adjustment) Letter

Explain why my Medicare premium is higher this year

"We used your 2023 tax return provided by the Internal Revenue Service to decide your Medicare premiums for 2025. Because your modified adjusted gross income was above \$97,000 (individual) or \$194,000 (married), you must pay an Income-Related Monthly Adjustment Amount (IRMAA). Your 2025 monthly premium amounts are:

Medicare Part B: \$244.60
Medicare Part D: \$58.30

If your income has gone down due to life-changing events such as retirement, divorce, or the death of a spouse, you may request a new determination."

Chapter 14: Lunch & Learn – Learn the Next Level of Prompting

Tip: You have a hand in how good the answers you get are. Ask well, AI answers well. The trick is to do the Goldilocks amount, not too much, not too little. Remember the WWH framework!

The WWH prompt framework

- W = Who (the role you want AI to play)
- W = What (the task you want done)
- H = How (the format you want it in)

We have [a separate article with 25 examples of Who, How, and extra tips](#), which you can read for more guidance.

Chapter 15: Afternoon Adventures – Your Secret Medical Decoder

DISCLAIMER: AI can explain medical terms but cannot diagnose or prescribe. Use this information to understand results. Always consult your doctor.

Tutorial 1: How to Use AI to Prepare for Doctor Visits

Step 1: Open ChatGPT and start a new chat.

Act like a patient doctor.
Explain what a lipid panel is.
Plain-English summary 1-2 paragraphs, no jargon.

Step 2: Continue the chat and add:

Yes. Include numbers.

Step 3: Continue the chat and add:

Give me the top 5 questions I should ask my doctor about
my lipid test

Tutorial 2: Decoding Medical Tests

Step 1: Open ChatGPT and start a new chat.

Act like a patient doctor.
Explain what it means to have high albumin on a CMP
test.
Plain-English summary - 1-2 paragraphs, no jargon.

Step 2: Continue the chat and add:

Yes

Step 3: Continue the chat and add:

Ok, so high albumin means drink more water, and low
means talk with the doctor?

Step 4: Continue the chat and add:

Sure

PART 4 WEDNESDAY – COMMUNICATING BETTER

Notes:

Chapter 17: Good Morning - Writing Communications

Practicing Drafting, Tone, and Micro-edits

Step 1: Open ChatGPT and start a new chat.

Draft a short thank-you to my church group for last night's meal train. Mention I appreciate the drivers and the cooks. Warm and simple, 4 sentences.

Step 2: Adjust the Tone and Length. In the same chat, now add:

Make it friendlier and 2 sentences longer

Step 3: Try a Micro-Edit

Add a friendly next step at the end

Tone Picker - Quick Guide

Tone affects how the writing sounds. Remember the WWH framework? When requesting writing, tone is the “How”, or “H” in the **WWH Prompt Framework**.

Want More Examples and Guidance?

- We have [a separate article with 25 examples of writing tones and extra tips](#), which you can read for more guidance.
- We also have [a detailed article with more information about the WWH framework](#).

Chapter 19: Getting Things Done - Drafting Warm Messages

Practicing Personalizing, Voice Matching, & Shaping Messages

Step 1: Open ChatGPT and start a new chat.

Match this voice: 'I loved your science fair volcano, kiddo.' Draft a 4-6 sentence birthday email to Lily, age 10. Mention fifth grade and baking cookies together.

Step 2: Adjust the writing style. In the same chat, now add:

Make it more casual, as if a grandfather is speaking.

Step 3: Convert to a different length. In the same chat, now add:

Convert this into a short card message, under 40 words

Chapter 20: Lunch & Learn - AI for Faith & Reflection

Practicing Structured Templates and Content Expansion

Step 1: Open ChatGPT and start a new chat.

Act like a spiritual content creator.
Give me 4 ways to structure a daily reflection from
sermon notes.

Step 2: Add these instructions to the chat:

Use #2
Base the content on Proverbs 28:27 "Those who give to
the poor will lack nothing, but those who close their
eyes to them receive many curses."

Chapter 21: Afternoon Adventures – AI for Community Events & Volunteering

Practicing Audience Targeting and Format Switching

Step 1: Gather Your Event Information Before you start typing, pull together these facts:

- Date and time, Location, What's happening, Who should come, and How much it costs

Step 2: Open ChatGPT and start a new chat.

Act like an Event Organizer for Senior Citizens.
Write a short announcement for a community fundraiser.
Make it sound welcoming and include all the important facts.

Here are the details:

Date and Time: August 20th at 5:30 PM

Location: Scarlett Room at Community Center

What's Happening: Craft Show and Chili Contest to benefit
Hubbard House for Women.

Who Should Come: All seniors who love crafts or eating
chili

How Much It Costs: 5\$ for each vote for the chili
contest. All proceeds benefit the charity.

Step 3: Add these instructions to the chat:

Create a short version formatted for a bulletin board

Step 4: Add these instructions to the chat:

Make a longer version for a Facebook post

Step 5: Add these instructions to the chat:

Invite the Grey Fox quilting club to show off their
handiwork at our event

Chapter 22: Evening Reflection – Turning Chats into Personal Journals

Bonus Content - Project Setup and Configuration

- We have [a separate article with the ChatGPT project creation steps and interface diagrams](#), which you can bookmark and use until you get comfortable.

Bonus Content – Writing Voices

- To see 25 example voices and step-by-step guidance, please [read the writing voice article that goes with this workbook](#).

PART 5 THURSDAY – TECH MADE SIMPLE

Notes:

Chapter 25: Getting Things Done – Ask AI About Your Devices

Tutorial 1 - Show and Tell: Taking and Uploading Screenshots

1. *To take a screenshot*

- **On iPhone:** Press the Side button and Volume Up together.
- **On Android:** Press the Power button and Volume Down together.

2. Your screenshot will be saved to your **Photos or Gallery** app. Feel free to check.

3. Open the **ChatGPT app**.

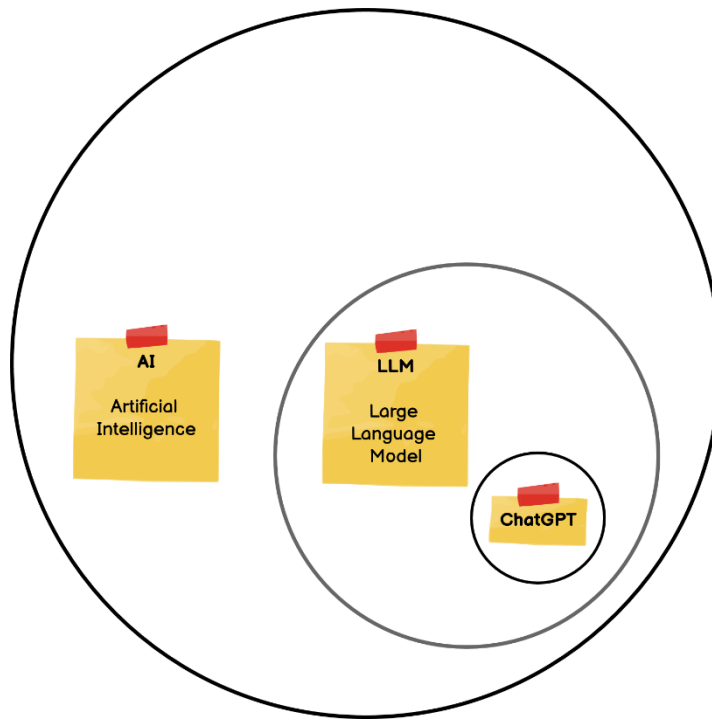
4. Tap the “+” **button** near the typing box. Find your screenshot in either the Photos or Gallery app.

5. Use this prompt:

Chapter 26: Lunch & Learn - AI Under the Covers

What AI Really Is

Most people simply call ChatGPT and similar tools “AI,” and that’s perfectly fine. In fact, we do it in this book to be approachable. But if you like being precise, you can call it what it is: ChatGPT, or an LLM.



An Example of AI Learning Patterns: From Thank-You Notes to Mad Libs

Here’s an example of patterns for a simple thank-you note. Most of them look like this:

Dear [Name],

Thank you for [Gift or Help].

I really appreciated it because [Reason].

Sincerely,

[Your Name]

That's a pattern. You can swap new names, gifts, or reasons and still have a proper thank-you note. AI notices these patterns across millions of examples.

Now picture a mad libs game, where you fill in blanks with your own words:

Dear [Noun],

Thank you for the [Adjective] [Noun].

It made me feel [Emotion].

Chapter 28: Evening Reflection – Becoming a Tech Detective

The Detective Method: How to Approach Any Tech Problem

Copy-and-Paste ChatGPT Project Instructions or Prompt Script

I want to create a Case File for a tech problem.

Please ask me the following questions one at a time:

1. What should we call this case? (Case number or fun title)
2. What date did this problem happen?
3. What is the problem in plain English?
4. What clues did you notice? (Error messages, blinking lights, odd behavior)
5. What suspects might be causing this? (Possible reasons)
6. What steps have you already tried?
7. Which step actually worked and solved the problem?
8. What tip or shortcut do you want to remember for next time?

When I finish, please show me the Case File in a neat format so I can copy it into my notebook.

PART 6 FRIDAY – AROUND THE HOUSE

Notes:

Chapter 29: Good Morning - AI for Daily Chores & Checklists

Tutorial: Dennis's "Good Enough House Rescue" with ChatGPT

Step 1: Open ChatGPT and start a new chat.

```
I need a chore list to make the house look neat before
my wife comes home tomorrow.
Please:
- Focus on the rooms that matter most (living room,
kitchen, bathroom).
- Keep tasks light on bending, scrubbing, or climbing
stairs because my knees hurt.
- Suggest quick shortcuts to make things look good
enough.
- Break it into a step-by-step plan I can finish today
without wearing myself out.
- Suggest one knee-friendly hack for each task.
```

Step 2: Continue the chat and add:

```
What cleaner can I use to get rid of coffee stains on
the kitchen counter?
Give me a short answer.
```

Step 3: Continue the chat and add:

```
We have stone countertops. I don't want to go to the
store.
```

Frank's Story: Keeping Bills and Tasks in Order

Step 1: Open ChatGPT and start a new chat.

I am a 73-year-old man who wants a monthly checklist to manage bills, mail, and basic house chores. Please include reminders for paying utilities, reviewing my bank statement, and easy household tasks like checking the smoke detectors or replacing the air filter.

Step 2: Continue the chat and add:

Add My bills:

- Power bill due on the fifth
- Water bill due on the 12th
- Internet bill due on the 20th
- Credit card bill due on the 25th

Add My spring cleaning chores

- Clean gutters and downspout
- Change furnace filter and check A/C before summer
- Wash windows inside and out
- Declutter garage and basement
- Rake leftover leaves and prep garden beds
- Check smoke detectors and replace batteries

Make your output a printable checklist

Chapter 31: Getting Things Done - Fixing Things Around the House

The Mad-Libs Household Help Prompt

[Problem You Have] + "Help me fix it in short, safe steps."

Chapter 32: Lunch & Learn - The Power of Uploading Photos with ChatGPT

Polished For-Sale Ad

Click to download images to use in your prompt:

- [Weight Bench For-Sale Ad](#)
- [Close Up - Weight Bench For-Sale Ad](#)

Step 1: Open ChatGPT and start a new chat.

Step 2: Attach the images, then add

Be an expert ad copywriter for Facebook Marketplace. From the uploaded weight-bench photos, write a friendly, detailed ad with a headline, description of the items, and a friendly 'first come, first served' close. Use short paragraphs plus 4-6 bullets.

Generic Prompt Framework

Here are photos of what I want to sell. Write a short, friendly ad for Facebook Marketplace. Include title, 3 selling points, dimensions from the photo, a starting price, and pickup in [my city only]. Keep it scam-safe and tell me what to say if someone haggles."

Tip: You can always ask ChatGPT to adjust the ad until it feels right or edit the text yourself.

Find the Exact Replacement Part

Click to download image to use in your prompt:

- [Find the Exact Replacement Part - Deraileur-Hanger](#)

Step 1: Open ChatGPT and start a new chat.

Step 2: Attach the image, then add:

This is a picture of a derailleur hanger for a Diamondback bicycle on a granite countertop. Which model number is this derailleur hanger?

Chapter 33: Afternoon Adventures - Finding Movies, Music & Books You'll Enjoy

Tutorial - Barb' Book Club Bonanza

Step 1: Open ChatGPT and start a new chat.

You are a friendly librarian helping me plan a neighborhood book club for adults ages 60-80. Please suggest 12 discussion-friendly books published in the last 10 years. Mix fiction and nonfiction, include diverse authors, avoid graphic violence or explicit content, and keep most picks 250-400 pages. For each book, give: title, author, year, one-sentence hook, why it's good for discussion (1 sentence), and whether there's an audiobook. Return as a numbered list.

Step 2: Continue the chat and add:

Now tailor this list for a light, upbeat club: favor cozy mysteries, historical fiction, memoirs with humor, and "uplifting" general fiction. Replace any very dark or disturbing picks. Keep accessibility in mind: note if large-print editions are commonly available and keep page counts under 400 when possible. Add a simple content note for each (e.g., "mild language," "grief themes," or "clean").

Step 3: Continue the chat and add:

Please trim to a final ballot of 8 titles in four categories:

- (1) Crowd-Pleasers (2 titles),
- (2) Deeper Reads (2),
- (3) Light & Funny (2),
- (4) Memoir (2).

Format as a clean table with columns:

Category | Title & Author | Year | Pages (approx.) |
Audiobook (Yes/No) | Large-Print (Likely?) | Content
Notes | 3 Discussion Questions (short).

Keep questions simple and open-ended.

Make the table downloadable in Word.

Additional Ideas

Here are 4 additional ideas to use for your book adventures. Use these for inspiration for your own books.

“Read-Alike” Authors & Series Order

Find authors you’ll like and the right reading order.

If I like Louise Penny, which authors are similar?
Start me with book 1.

Library Helpers (Holds & Apps like Libby/Hoopla)

Get borrowable audiobooks/ebooks and tips to beat long holds.

Find me audiobooks like The Nightingale available on
Libby or Hoopla.

Format Finder (Large Print, Audio, Captions)

Match titles to your preferred format for comfort and accessibility.

Large-print editions or unabridged audiobooks of gentle mysteries.

On Location

Prepare for a visit to a place or location.

**I am visiting Croatia in a few months.
Give me 5 books about the history of Croatia.**

Chapter 34: Evening Reflection – Making Room in Your Life for AI

How to Stack AI Into Your Day

Pick a routine you do every day. Something small and consistent. Then add one AI task right before or right after that routine.

The formula is simple:

"After I _____, I will _____."

or

"Before I _____, I will _____."

Examples:

- "After I pour my morning coffee, I will ask ChatGPT for one dinner idea."
- "Before I take my evening pills, I will check one email for scams."
- "After I finish my walk, I will ask for a short stretch routine."
- "Before I watch the news, I will ask ChatGPT to summarize one article I saw online."

PART 7 SATURDAY – LEARNING & CURIOSITY

Notes:

Chapter 35: Good Morning - Making Drawings and Pictures

Tutorial 1: The Fun Part - Creating a Custom Image

Step 1: Open ChatGPT and start a new chat.

Create a friendly illustration of a golden retriever wearing a blue fedora, standing in a flower garden. Bright colors. Card format, square.

Step 2: Continue the chat and add:

Add 'Happy 8th Birthday, Ellie!' in a playful font.

Tip: Sometimes "close enough" isn't enough. If you need an exact match, this approach can trip you up.

Troubleshooting

We have [a separate article with image troubleshooting tips and tricks](#), which you can read for more guidance.

Tip: Always use common sense. Look for the same story on reliable sites before passing it on. Just like War of the Worlds, people can get into hysterics by reacting.

Fake News About Dolphins

Create a photorealistic image of a dolphin wearing a tan cowboy hat riding a 1999 Harley-Davidson Softail across the Golden Gate Bridge at golden hour, shot from a low three-quarter angle on the right side as the bike leans into motion with crisp chrome reflections, spinning spokes, and subtle motion blur on the road; show the bridge's orange towers, suspension cables, and rolling San Francisco fog with a faint skyline in the background; give the dolphin wet, glossy skin with natural shadows and highlights and a believable riding pose with fins on the handlebars and feet on the controls; keep colors vivid but realistic, add wind tugging the hat brim and a hint of road grit, avoid cartoon styling, and include no text or watermarks.

Image Generation Prompt Pattern

[Style] of [subject] in [setting], [composition],
[lighting], [color palette], [lens or perspective],
[detail level].

We have [a separate article with image creation examples, and reference material](#), which you can read for more guidance.

Chapter 37: Getting Things Done - Interpreting Grandkids

Sample Conversation

Step 1: Open ChatGPT and start a new chat.

My granddaughter is obsessed with something called Genshin Impact. What is it?

Step 2: Continue the chat and add:

Is it appropriate for her age, and why do kids love it?

Step 3: Continue the chat and add:

Explain why they like it in one or two sentences.

Getting Good Gift Ideas with AI

Here's an example of a detailed prompt:

"Generate a list of 10 highly rated birthday gift ideas for a 12-year-old girl who loves both art and animals. The gifts must be available on Amazon, cost under \$40, and have an average rating of at least 4.5 stars with 100+ reviews. Provide the product name, a short description, and the approximate price range. Focus on creative, hands-on items that feature animals. Skip generic toys, clothing, or items with poor reviews."

Sample Conversation

Step 1: Open ChatGPT and start a new chat.

Generate a list of 10 highly rated birthday gift ideas for a 12-year-old girl who loves both art and animals.

Step 2: Continue the chat and add:

The gifts must be available on Amazon, cost under \$40, and have an average rating of at least 4.5 stars with 100+ reviews.

Chapter 38: Lunch & Learn - New Superpower, Make AI Write Its Own Prompts

Technique 1: ChatGPT as Prompt Engineer

Step 1: Open ChatGPT and start a new chat.

```
Act like an expert prompt engineer.  
Build a detailed, reusable prompt for the following:  
I'm a senior citizen and want to choose between the 2025  
Honda Accord and 2025 Toyota Camry.  
Compare these products for me.
```

Technique 2: Ask ChatGPT How It Can Help

Use when: You aren't sure what ChatGPT to do to help or how to instruct it.

Step 1: Open ChatGPT and start a new chat.

```
What can you do to help me write a vehicle research  
prompt?
```

Chapter 39: Afternoon Adventures - AI as Your Trip Planner

Tutorial: Dennis's AI-Powered Packing List for Golf in Hilton Head

Step 1: Open ChatGPT and start a new chat.

I am a 62-year-old man going on a 5-day golf trip to Hilton Head in April. Please make me a packing list that includes golf gear, warm-weather clothing, medications, and casual outfits for evenings out.

Tutorial: Build a Simple Iceland Plan with ChatGPT

Step 1: Open ChatGPT and start a new chat.

We're a group of six women ages 65-75 visiting Iceland for 4 days in June.

We'll stay in Reykjavík and use local tours or public transportation (no rental car).

We enjoy gentle walking, scenic views, and time for conversation over coffee.

Please make a simple, friendly 4-day plan with morning and afternoon activities each day.

Include estimated travel times, short rest breaks, and a few affordable guided tours for major sights like the Golden Circle.

Note where bathrooms are available or easy to find near major stops, and suggest cozy cafés or warm indoor spots in case it's windy or rainy.

Keep the tone clear, practical, and group-friendly so everyone can enjoy the trip comfortably.

Step 2: Continue the chat and add:

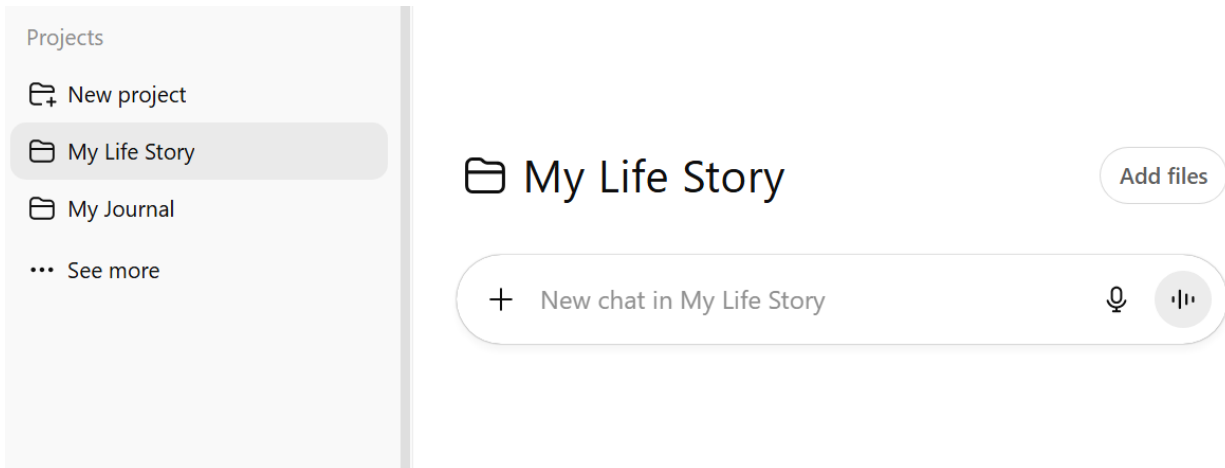
I need to show this to my friends so we can discuss.
What formats can you make?

PART 8 SUNDAY – PUTTING YOUR AI SKILLS TO WORK

Notes:

Chapter 41: Good Morning - Start Your Outline

Create a new ChatGPT project called “My Life Story.”



We Begin with an Interview

Step 1: Open ChatGPT, navigate to your My Life Story project, then start a new chat.

Make 25 interview-style questions to spark my autobiography.
Prioritize: childhood home, first job, how we met, kids' births, hardest season, proudest moment, favorite traditions.
I want short, friendly questions I can answer in quick sessions.
Group under 3 section headers: Childhood, Work & How We Met, Family & Traditions.
Use numbered bullets 1-25, one line per question.
Use plain English, avoid repeats.

Step 2: Continue the chat and add:

Now act like my autobiography interviewer.
Using the 25 questions above:
Ask one question at a time.
Use the sections above.
After each answer, reply with: "Summary:" Then add one
short sentence in plain English.
Save each Q & A under the right section using clear
headings and numbered lists.
Wait for me to type *Next*, *Skip*, or *Edit Q#* (to fix an
answer).
Use large-print formatting (short lines, blank space,
clear headings).
When I type *Finish*, compile everything into one clean
document with:
Title page ("My Autobiography Interview - [Your Name]",
today's date)
Table of Contents
The three sections with Q, A, and Summary
A final "Lessons I'd Like My Family to Remember" list (5-
7 bullets).
At the end, provide the full document as one clean text
block for copy-paste, then provide a downloadable .docx
file.

Chapter 43: Getting Things Done - Explore Milestones & Decades

Create the Outline

Step 1: Open ChatGPT, navigate to your My Life Story project, then start a new chat.

Act as my gentle memoir coach.
Help me plan my life story by decades and outline my milestones.
Ask me these setup questions, one at a time:
What is your birth year? (If unsure, use "around [year].")
What cities or regions did you live in and when (Approximate is fine)?
What major life events should be included right away? (Examples: marriage, military service, children, big moves, career changes, caregiving, health, or faith milestones.)
When I answer, create a Decade Timeline Outline using headings such as 1950s, 1960s, 1970s, or life-phase titles like Early Career 1971-1979.
Include the common societal shift in each decade or period and ask how it affected me.
Under each heading, list 3-5 milestone prompts I could expand on later.
End the outline with these sections:
Gaps & Questions: details I still need to confirm
Next Stories to Write: 5-7 possible topics
When the outline is ready, stop and ask: "Would you like to begin the interview now?"

Step 2: Continue the chat and add:

```
Continue as my memoir coach.
Use the Decade Outline to guide our interview, one
    decade at a time.
Ask each milestone in order and wait for my answer
    before continuing.
    Commands:
        • Next: next question
        • Skip: skip question
        • Edit Q#: edit question (example: Edit Q3)
        • Finish: compile results
After every answer, add a blank line labeled "This
    mattered because..."
When I type Finish, create a final document that
    includes:
        Title Page with my name and date
        Table of Contents
        Decade Sections with answers and reflection lines
        Gaps & Questions
        Next Stories to Write
Show it as one clean text block and provide a
    downloadable .docx file.
```


Chapter 45: Afternoon Adventures - Refine the Story

Act as my [WHO]. Use [HOW]. Tone: [TONE]. Voice: [VOICE].

Inputs: 25-Question Interview Q&A + Decades & Milestones Q&A.

Task: Merge both into one senior-friendly chapter.
Preserve names, dates, places, quotes.
Do not invent.

If duplicates occur, keep the stronger version and note the duplicate.

Flag uncertainty like [confirm: year 1967?].

Mark any sensitive info to remove.

Output:

- Title

- Short Summary (3-5 sentences)

- Chapter Draft with clear subheads

- Captions to Consider (3-6)

- Missing or Unclear checklist

- Review Checklist: Names, Dates, Places, Order, Privacy

Formatting: short paragraphs, one idea per sentence,
clear headings, white space.

If long, send in parts and wait for "Next."

Provide full text and offer a .docx if available.

Ask for Sections of the Draft

Act as my [WHO]. Use [HOW]. Tone: [TONE]. Voice:
[VOICE].

Inputs: 25-Question Interview Q&A + Decades & Milestones
Q&A.

Process:

1) Draft only the section "[SECTION NAME]" now.

Use short paragraphs.

Preserve names, dates, places, quotes.

Flag uncertainty like [confirm: street name].

2) Stop and wait. I will reply "Next," "Edit," or
"Finish."

3) On "Next," deliver the next section.

On "Finish," compile everything into:

- Short Summary

- Full Chapter Draft with subheads

- Captions to Consider

- Missing or Unclear checklist

- Review Checklist: Names, Dates, Places, Order, Privacy

If long, send in parts and wait for "Next."

Review your draft

Change the writing style to [Pick a Tone or Style]

Make quick edits in Canvas

Open the section "Early Childhood" in a Canvas.

Chapter 46: Evening Reflection – Your New Beginning

Want to Stay in Touch?

Technology keeps changing, and we'll keep helping.

For those who want more, we offer:

- Free information at our website
- Support and companionship for learners at our free Facebook Group [HowSeniorsLearnAI](#)
- Courses for individuals
- Private coaching for individuals and small groups
- A free book club starter pack with everything you need to lead a 4-6 week AI learning group
- Workshops for organizations

No pressure. No spam. We'd love to stay connected with you.

Find links for everything at our website: [HowSeniorsLearnAI.com](#)

Glossary

The complete glossary is available in [this article on our website](#).