

Chapter Quick Reference

A simple map from book topics to what to practice next.

Use This With the Guidebook and Workbook

Getting started	Open ChatGPT, try one copied prompt, and ask one follow-up.
Simple prompts	Use the job + situation + tone formula.
Staying safe	Remove private details and verify important answers.
Emails and messages	Ask for clear, warm, short wording.
Planning and checklists	Ask for small steps, then adjust for your real life.
Doctor visits	Use AI to organize notes and questions, not to diagnose.
Scam checks	Look for warning signs, then verify through official channels.

Reminder: AI can help you prepare, organize, and practice. It should not replace a qualified professional for medical, legal, financial, or emergency decisions.