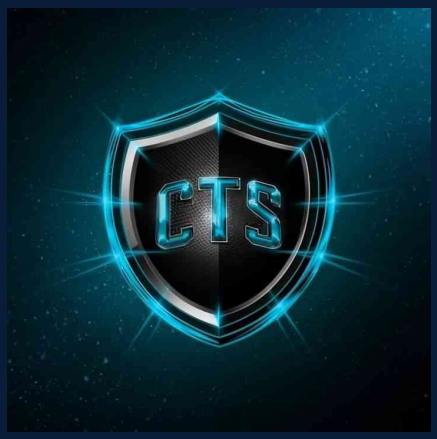
Carlson Tech Services



5 AI Prompts You Can Actually Use

A plain-English starter sheet — no jargon, no setup,
just copy, paste, and fill in the brackets.

AI can be a handy helper, if you ask it right. You don't need to learn AI. You just need a good question to start with.

How to use this sheet: pick ONE prompt below, copy it into your AI app, replace anything in [brackets] with your own details, and read the answer. If the answer is too long or too fancy, just say: *“Explain that simpler, one step at a time.”*

Two safety rules, every time:

1. Never paste passwords, bank details, Social Security numbers, or account numbers into an AI chat.

2. If the answer matters for money, health, or safety, check it with a trusted source — or call me — before you act on it.

1. “What does this message mean?”

Use it when a pop-up, email, or text confuses you — or looks fishy.

Copy this:

> *I got this message on my [phone/computer]: “[paste the message, leaving out any personal details]”. Explain in plain English what it is asking me to do, and tell me if it sounds like a scam. Give me the safest next step, one step at a time. Don't use technical terms.*

Why it helps: scammers count on you panicking and clicking fast. This prompt slows the whole thing down.

2. “Help me write this email”

Use it when you know what you want to say, but the wording won't come out right.

Copy this:

> *Help me write a short, friendly email to [who it's for]. I need to say: [your main points, in your own words]. Keep it easy to read, warm but not over-the-top, and short enough that someone will actually read the whole thing.*

Tip: ask for two versions if you want a choice — “Give me one casual version and one more formal version.”

3. “Which one should I buy?”

Use it before you buy a printer, a computer, a phone, or anything with too many models.

Copy this:

> *Compare [Product A] and [Product B] for someone who cares most about [ease of use / price / reliability]. Explain the important differences in plain English, the pros and cons of each, and who each one is best for. Tell me what I should double-check before I buy.*

Important: AI doesn't always know today's price or the newest model, so verify price and availability on the seller's own website before you spend anything.

4. “Break this into small steps”

Use it when a job feels too big — moving photos, cleaning up a computer, setting up a new device.

Copy this:

> *I need to [describe the job]. Break it into small, realistic steps for a beginner, in a sensible order. Tell me what to do first, keep each step short, and list anything I need to have ready before I start.*

If a step still feels too big, say: “Break that step into even smaller steps.”

5. “Teach me this, slowly”

Use it when you want to learn something new — a new app, a new feature, a new skill — without feeling overwhelmed.

Copy this:

> *Teach me the basics of [topic] as if I am a complete beginner. Use plain language, short sections, and everyday examples. Start with the three most important things I need to understand, then give me one small thing I can try today.*

Tip: AI doesn't mind repeating itself. If it goes too fast, say: “Start over, slower, and stop after each step so I can try it.”

That's enough for today

You don't need to know everything about AI. You just need to know how to ask a good question — and how to spot when an answer needs a second opinion.

Want more tips like these, all in one place? That's what my book is for.

Tech Tips for Everyone — 40 pages, 32 plain-English tips on scams, passwords, photos, printers, Wi-Fi, and storage. $10.99 digital PDF.
Get it at my new website — carlsontechservices.com/handbook

And if you're still stuck, that's what I do in person: in-home visits within 50 miles of Dallas City, Illinois.
Call (217) 219-0894, Monday–Friday, 9 AM–5 PM.
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