

AI Cheat Sheet

Don't know what to type — open this

1 How to talk to AI — the formula

Quick start — 3 steps

1. What to do 2. What it's about 3. How it should look

Pro level = 5 parts

Role + Goal + Task + Format + Limit

"You are an experienced CV consultant. I need to update my CV. Rewrite my work experience as 5 bullet points, each no longer than 1 sentence."

2 6 free AI tools

Claude.ai

Text, analysis, nuanced

free

ChatGPT

Everything + voice mode

free

Perplexity.ai

Search with sources

free

Google Gemini

Understands photos, docs & YT videos

free

Suno.com

Music from text

free

MS Designer

Images from description

free

3 3 golden rules

- Be specific.** "Write me an email" → bad. "Write a polite email to my landlord about a kitchen leak, 5 sentences" → good.
- Give context.** Tell AI who you are, who it's for, why you need it. AI can't read minds.
- Verify.** AI can make mistakes. Always re-read and check facts. AI is an assistant, not a boss.

4 Don't write this → write like this

- | | | |
|--------------------|---|--|
| Write me a text | → | Write a 5-sentence LinkedIn bio, professional tone |
| Help with an email | → | Write a polite email to my boss about vacation June 1-5 |
| What is AI? | → | Explain AI in 5 points for someone with zero tech experience |

5 5 ready prompts — copy and use

Email Write a short, polite email to [who], in which I [ask/inform/request] about [situation]. Tone: [professional/friendly]. No longer than 5 sentences.

Text analysis Read this text and explain it to me in 5 key points — what it means and what I should do: [paste text]

Ideas Give me 10 ideas about [topic]. Each with a title and 1-sentence description. At the end, recommend the best one.

Plan Create a weekly plan by days for these tasks: [tasks]. Each day — specific task and approximate time. If too many — split into 2 weeks.

Comparison Compare [A] and [B]. Make a table with 5 criteria. At the end — your recommendation and why.

6 If AI answers badly — add this

"Shorter, please"

"Simpler, no jargon"

"With a concrete example"

"Summarize in 5 points"

"Rewrite as an email"

"Explain like I'm 10"

Want to learn all of this hands-on?

14 days · 14 tasks · from zero to confident AI user

Start free → ailo.study