

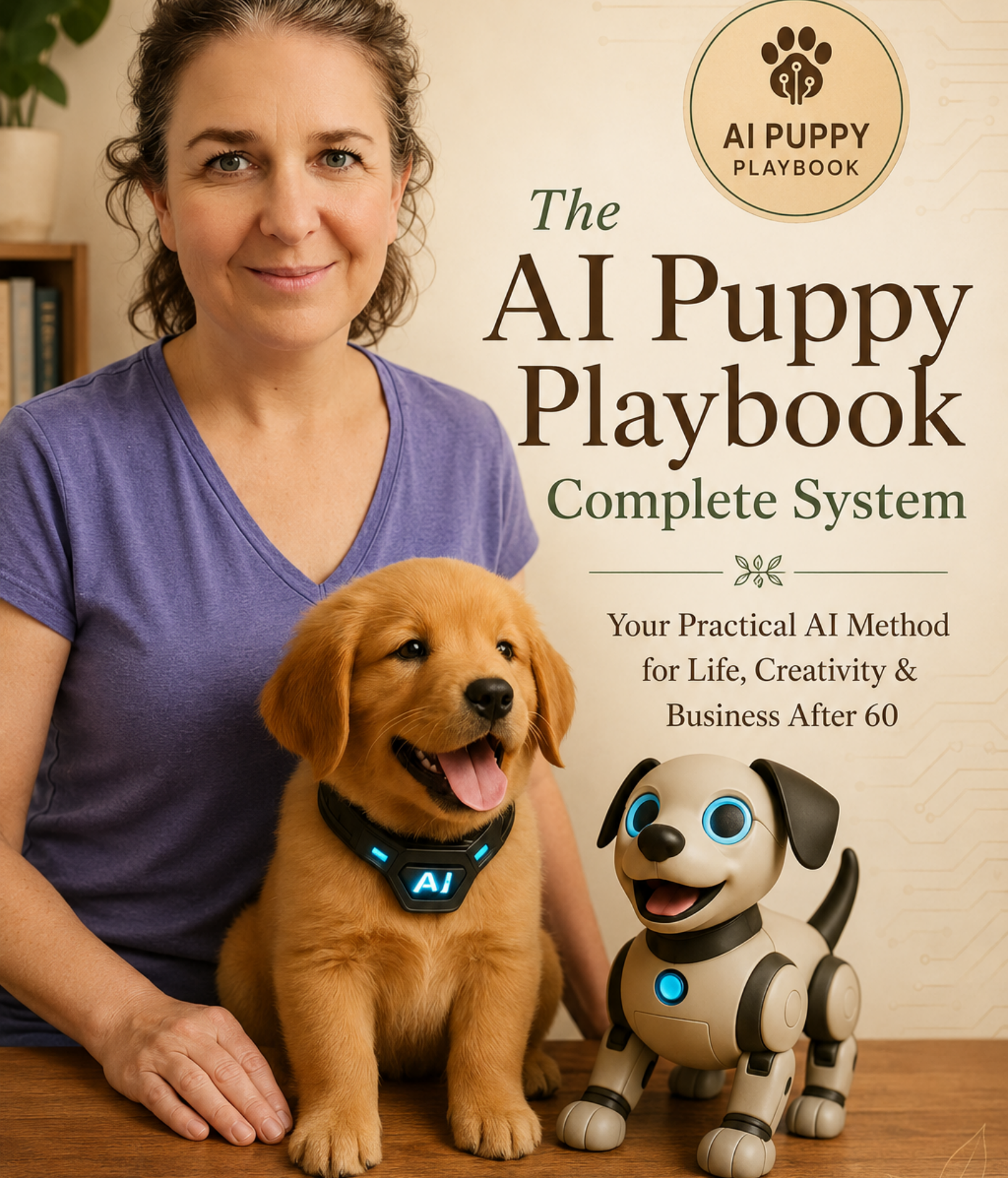


# *The* AI Puppy Playbook

## Complete System



Your Practical AI Method  
for Life, Creativity &  
Business After 60



*Train Your AI. Trust Your AI.*

# **The AI Puppy Playbook Complete System**

By Debbie Marsh, creator of AI Puppy Playbook

First Edition — 2026

AI tools and features change frequently. This book focuses on principles and methods designed to remain useful as the tools evolve.

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*Your Practical AI Method for Life, Creativity & Business After 60*

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## Introduction — Why This Isn't Just Another AI Book

### Part 1 — Build Your AI Foundation

- 1.1 What AI Actually Is, in Plain Terms
- 1.2 What AI Is Good At vs. Where It Falls Short
- 1.3 The Skill That Matters Most: Your Judgment
- 1.4 How to Use AI With Confidence

### Part 2 — The AI Puppy Method

- 2.0 Why a System Beats Random Prompts
- 2.1 ASK — Define the Job
- 2.2 GUIDE — Define the Conditions
- 2.3 VERIFY — Check Before You Trust
- 2.4 REFINE — Fix What's Off
- 2.5 APPLY — Move It Into Real Life
- 2.6 SAVE — Keep What Worked
- 2.7 Putting It All Together: A Worked Example, Start to Finish
- The AI Puppy Method at a Glance

### Part 3 — AI for Everyday Life

- 3.1 Planning & Decisions
- 3.2 Communication
- 3.3 Organization & Paperwork
- 3.4 Research & Learning

### Part 4 — AI for Creativity & Your Next Chapter

- 4.1 Writing & Storytelling
- 4.2 Creative Projects & Brainstorming
- 4.3 Capturing Your Knowledge & Experience
- 4.4 Exploring a New Chapter

### Part 5 — Build Your Personal AI Playbook

- 5.1 Your AI Toolbox — What You Use and Why
- 5.2 Your Reusable Instructions & Saved Prompts
- 5.3 Your Verification Checklist
- 5.4 What You Never Let AI Decide For You
- 5.5 Your Personal AI Puppy Routine

### Bonus — Your Personal AI Playbook Worksheets

### Bonus — AI Puppy Prompt Vault

# Introduction — Why This Isn't Just Another AI Book

If you've picked up more than one book, video, or class about AI in the last couple of years, you've probably noticed they tend to blur together. A list of tools. A list of prompts. A promise that AI will change everything, followed by very little about what to actually *do* on a Tuesday afternoon when you're staring at a blank chat window and not sure where to start.

This isn't that book.

This book teaches you one thing, well: a repeatable system for using AI with confidence, in your actual life — not a collection of tricks to memorize, but a way of thinking about the whole process that gets easier and more useful every time you use it.

## Who this is for.

This book is for adults over 60 who are capable, curious, and busy — people who don't need AI buried in jargon or explained as if technology is beyond them. They just want it explained clearly, practically, and without wasted time. Maybe you've already used AI a little and found it hit-or-miss. Maybe you've been putting off trying it because so much of what you've read either assumes you already know the technology or starts so far back that it never gets to what you actually want to accomplish. Either way, this book assumes what should be obvious: you already have good judgment, you already know how to learn something new when it's taught well, and you don't need anyone to talk down to you to get there.

## What makes this different.

Most AI content falls into one of two traps. It's either a firehose of prompts and tools with no organizing idea behind them — useful for five minutes, forgotten by next week — or it's a technical deep-dive that tells you more about how AI works than you ever needed to know just to use it well.

This book does something different: it gives you a system. Six steps — **ASK, GUIDE, VERIFY, REFINE, APPLY, SAVE** — that work the same way whether you're writing an email, planning a trip, working through a hard decision, or capturing a lifetime of experience worth putting into words. Learn the system once, and it travels with you into anything you'd want AI's help with, instead of needing a new set of instructions for every new situation.

## What you'll actually walk away with.

By the end of this book, you won't just understand AI better. You'll have:

- **A method** you can run on anything — the same six steps, every time, that turn a vague request into a genuinely useful result
- **A personal playbook** — your own tools, saved prompts, verification checklist, boundaries, and routine, built around the way you actually use AI rather than handed to you as a generic template
- **Clearer boundaries and verification habits** — knowing what to lean on AI for, what deserves a second look, and what stays entirely in your hands, no matter how good the tools get

That last point matters more than it might seem right now. This book was never trying to convince you to trust AI more. It was written to help you use it *well* — clearly, confidently, and always on your own terms.



## **How this book is organized.**

Part 1 gives you a clear, honest foundation — what AI actually is, what it's good at, and the one skill that matters more than any prompt you'll ever write: your own judgment. Part 2 introduces the Method itself, the six-step system that's the spine of everything that follows. Parts 3 and 4 put that Method to work across the everyday and the creative — planning, communication, paperwork, research, writing, brainstorming, capturing your experience, and exploring whatever comes next for you. Part 5 turns all of it into your own Personal AI Playbook, built page by page. And the worksheets and Prompt Vault at the end give you the tools to keep using all of it long after you've finished reading.

You don't need to read this cover to cover in one sitting, though you certainly can. It's built to be used the way a good reference is used — read straight through the first time, then returned to whenever you need a specific chapter again.

## **One last thing before you start.**

Train your AI. Trust your AI. Not blindly — deliberately, by giving it clear direction, checking what matters, and keeping your own judgment in the driver's seat. That's the whole idea behind this book, and it starts on the very next page.

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# Part 1 — Build Your AI Foundation

Before the Method, before the playbook, before any of the scenarios you'll walk through later in this book, it's worth spending a short amount of time on the foundation underneath all of it: what AI actually is, what it's genuinely good at, where it falls short, and the one skill that matters more than any prompt you'll ever write. This part is short on purpose. You don't need to become an expert in how AI works to use it well — you just need a clear, accurate picture to build everything else on.

## 1.1 What AI Actually Is, in Plain Terms



Strip away the jargon, and AI — specifically the kind you're using when you chat with a tool like this — works roughly like this: at a basic level, it's trained on enormous amounts of text and learns patterns in language, so it can generate a likely, useful response to what you ask. It doesn't understand in the same human sense that you do, even when the answer sounds remarkably natural. There's no person on the other end. It doesn't have human understanding, lived experience, or a personal stake in the answer — it's closer to an extremely well-read assistant that's very good at pattern-matching language than it is to a digital person.

That description might sound like it undersells what these tools can do — and in a practical sense, it doesn't. Something can be genuinely useful without being magic, and AI is a good example of that. It can draft a thoughtful letter, explain a confusing topic, help you plan a trip, or think through a hard decision alongside you — not because it "understands" the way you do, but because it's extremely good at recognizing patterns in how people write, explain, and reason, and producing more of that pattern in response to what you've asked.

**Why this distinction actually matters for how you use it.**

Once you know AI is pattern-matching rather than truly understanding, a few things make more sense:

- **Why it can sound confident even when it's wrong.** It's not lying to you — it's producing the most likely-sounding answer based on patterns, and a wrong answer can be just as fluent as a right one. This is the seed of what Part 2 calls the Confidence Trap.
- **Why the way you ask changes what you get.** Since it's responding to patterns in your actual words, a vague request gets a vague, average pattern back. A specific request gets a specific pattern back. This is the entire reason ASK and GUIDE matter as much as they do.
- **Why it doesn't necessarily know you the way a person would.** How much an AI tool remembers about you varies. Some conversations start with little or no prior context, while some tools can retain preferences, memories, or project information across chats. Either way, important context is worth making explicit rather than assuming the tool already knows it — which is part of why Part 5 has you build your own reusable context rather than relying on a tool to just know you over time.

**A simple way to think about it going forward:**

AI is a genuinely capable assistant with broad exposure to information and a real skill for language — but it's not a person, it doesn't know you unless you tell it, and it can be confidently wrong. None of that makes it less useful. It just tells you exactly what your job is when you use it: be clear about what you want, tell it what it needs to know, and check what matters before you trust it. Which is, not coincidentally, exactly what the rest of this book teaches you to do.

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## 1.2 What AI Is Good At vs. Where It Falls Short

Once you know what AI actually is — a pattern-matching assistant, not a person — the natural next question is practical: what's it good for, and where should you be more careful? This isn't a technical list. It's the kind of thing worth having a clear sense of before you start relying on it for real things.

### Where AI is genuinely strong:

- **Language-heavy tasks.** Writing, rewriting, summarizing, explaining, translating tone (formal to casual, blunt to gentle). This is the area it was built for, and it shows.
- **Organizing something messy.** Scattered notes, a jumble of ideas, a half-finished project — AI is very good at finding structure in something that doesn't have one yet, which you'll see throughout Part 3.
- **Brainstorming and thinking partner work.** Not because it has better ideas than you, but because it can generate options quickly and respond to your reactions, which is often exactly what breaks a stuck feeling loose.
- **Explaining things at whatever level you need.** Ask for something in plain language, or ask for more depth — it can genuinely adjust, which makes it useful for learning almost anything.

### Where it's weaker, and worth extra care:

- **Anything requiring current, real-time information.** Prices, news, current events, "as of today" facts. Some AI tools can search the live web and some can't — either way, treat anything time-sensitive as something to confirm against a current source, not take as settled.
- **Specific facts, names, numbers, and citations deserve extra checking.** AI can get these subtly wrong in ways that still sound perfectly plausible. This is exactly why VERIFY exists as its own step in the Method.
- **Anything that depends on knowing you specifically.** AI doesn't know your situation, your relationships, your history, or your preferences unless you tell it. This isn't a flaw exactly — it's just a gap only GUIDE can close.
- **Judgment calls that are genuinely yours to make.** Values, relationships, significant decisions. AI can help you think something through. It shouldn't be the one deciding — that's the whole point of Part 5's boundaries page.

### A simple way to hold both lists at once:

AI is strong with language, structure, and explanation — and weaker with current facts, personal context, and judgment. Once you know that shape, you know almost everything you need to use it well: lean on it for the first category, stay a little more careful with the second, and never hand over the third entirely. That's not a limitation to work around. It's simply the honest picture of what this tool is and isn't, and it's the picture the rest of this book

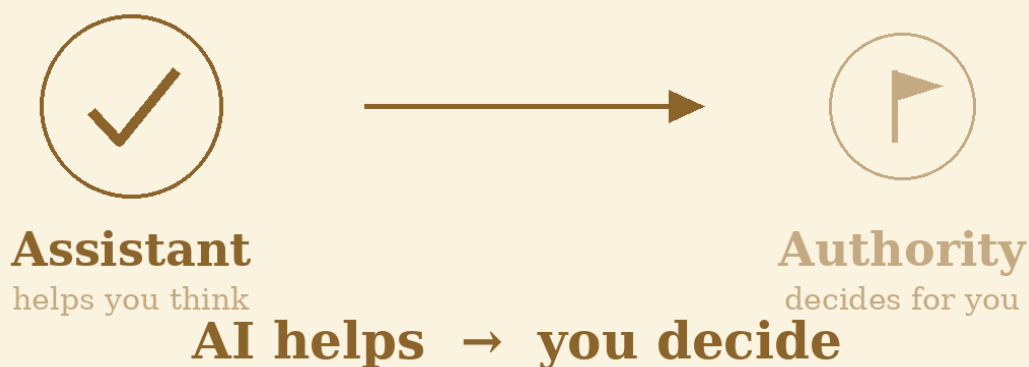


is built on.

## 1.3 The Skill That Matters Most: Your Judgment

Every tool in this book — the Method, the playbook, the worksheets — is built on top of one skill you already have and have been using your whole life: your own judgment. It's easy to overlook, because it doesn't feel like a "skill" the way learning a new piece of software does. It's just how you already move through the world. But it turns out to be the single most important thing you bring to using AI well, and no amount of clever prompting replaces it.

**AI is a capable assistant. It's not an authority.**



That distinction is worth sitting with for a moment. An assistant helps you do something — gathers information, drafts a version, offers options, thinks alongside you. An authority is something you defer to because it knows better than you do. AI is genuinely excellent at the first role. It should never occupy the second, not because it's untrustworthy in some sinister way, but because it doesn't have the thing that makes judgment real: a stake in your actual life, your actual relationships, your actual values.

You do. That's not a limitation of yours to work around — it's the exact thing AI can't replace, and the reason your role in this whole system matters more than any single feature of the technology.

**What judgment actually looks like, in practice.**

It's less dramatic than it sounds. Judgment is:

- Noticing when an answer feels a little too confident for how uncertain the topic actually is
- Deciding that a message needs your own voice more than it needs to be polished
- Recognizing when a decision is genuinely yours to make, not AI's to suggest
- Trusting a "that doesn't sound right" instinct enough to double-check, even when the answer looked complete

You've been doing all of this your whole life, in contexts that had nothing to do with AI. Using it well with a new tool is mostly a matter of remembering to apply it here too, rather than assuming a confident, well-organized answer means the judgment part is done for you.

## Why this matters more as AI gets better, not less.

It might seem like better AI would mean judgment matters less over time. It's closer to the opposite. As answers get more fluent, more organized, and more confident-sounding, the *feeling* of trustworthiness gets easier to produce whether or not the answer deserves it. That makes your judgment more valuable, not less — it's the one part of this whole system that doesn't get replaced by a better version of the tool.

This is really the idea underneath everything else in this book. The Method gives you a process. The playbook gives you a system. But underneath both of those, the actual thing doing the work — deciding what's good enough, what needs a second look, what stays entirely in your hands — is you. This book teaches you a system for using AI well. It was never trying to teach you to trust it more than yourself.

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## 1.4 How to Use AI With Confidence

By now, you have a clear, honest picture: what AI actually is, what it's good at and where it isn't, and the fact that your own judgment is the one thing that never gets replaced by any of it. This last chapter of Part 1 is about turning that picture into confidence — not a vague, forced kind of confidence, but the real, earned kind that comes from genuinely understanding the tool you're about to spend the rest of this book learning to use well.

**Confidence here doesn't mean certainty. It means knowing where you stand.**

You don't need to know how the technology works under the hood to use it with confidence, any more than you need to understand an engine to drive a car well. What you need is exactly what the last three chapters gave you: a clear sense of what this tool is, what it's good for, where it needs a second look, and where the decision stays yours no matter what. That foundation stays useful even as the tools themselves keep improving.

**A few things worth carrying forward as you start using the Method in Part 2:**

- **You don't need the perfect first request.** Nobody does. Part 2 spends real time on this, because getting comfortable with a little back-and-forth — asking, adjusting, correcting — matters far more than getting it exactly right the first time.
- **A wrong answer isn't a sign you did something wrong.** It's simply the nature of this tool, and it's exactly why VERIFY exists. Catching it isn't a failure on your part — it's the system working the way it's supposed to.
- **You're allowed to disagree with AI, correct it, or ignore it entirely.** It's not going to be offended, and it's not an authority you owe deference to. Treat it the way you'd treat a genuinely capable assistant: useful, worth listening to, and not the final word.
- **Getting more comfortable with this happens through use, not through reading about it.** This chapter, and the rest of Part 1, gave you the picture. The comfort comes from Part 2 onward, when you actually start running the Method on things that matter to you.

**One last thing, before you move into the Method itself:**

Everything in this book assumes you're already capable of doing this well. You've spent a lifetime asking good questions, giving people the context they need, checking things that mattered, and trusting your own judgment when something didn't sit right. Using AI well doesn't require a new kind of person. It requires the same instincts

you already have, aimed at a new kind of tool — which is exactly what the rest of this book is built to help you do.

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You now have the foundation everything else in this book builds on. From here, Part 2 introduces the Method itself — the six-step system you'll use to put everything in this part into practice.

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# Part 2 — The AI Puppy Method

## 2.0 Why a System Beats Random Prompts

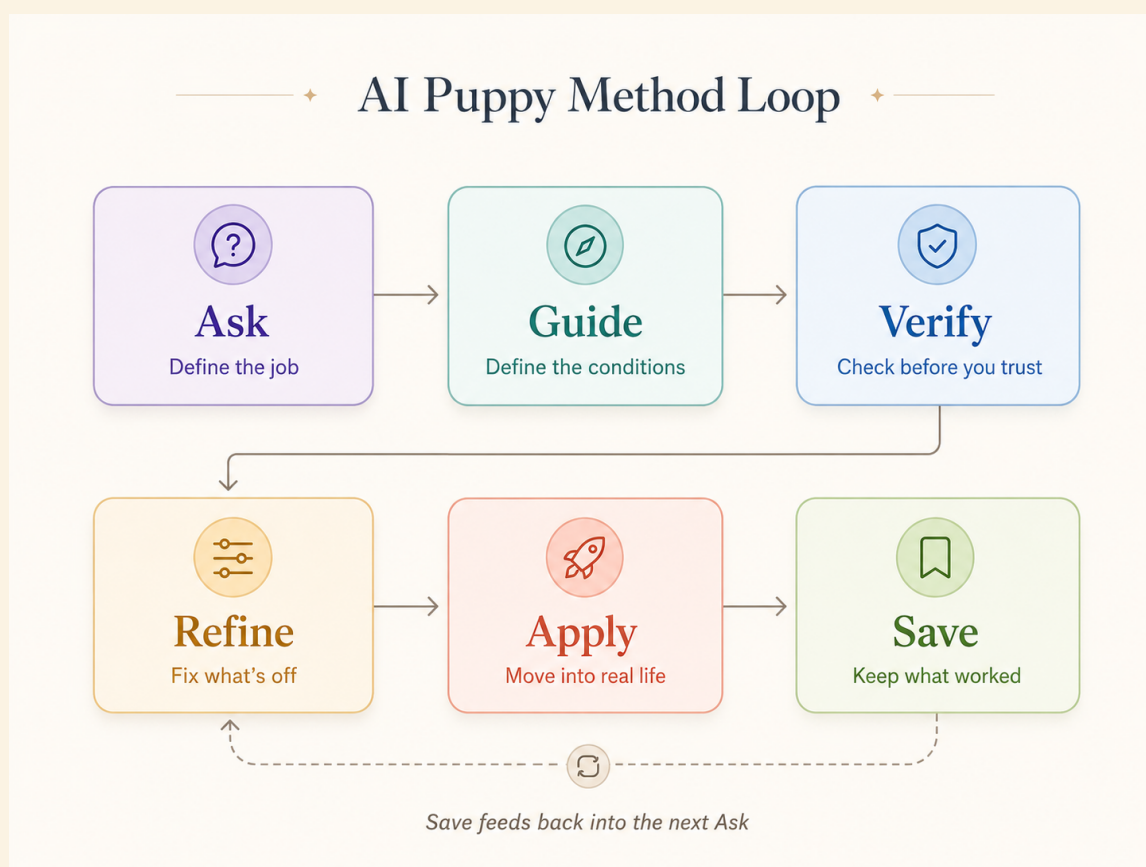
Most people's relationship with AI looks the same. They open a chat window, type a quick question, get an answer that's *close* but not quite right, and either settle for it or give up. Next time, they start from zero again — no memory of what worked, no sense of why the answer missed, no plan for getting it closer next time.

That's not a you problem. That's what happens when there's no system.

A system is different. It doesn't just get you a better answer today — it gets you *better at getting good answers*, every time after. That's the actual promise of this book, and it's why the Method sits at the center of it.

The AI Puppy Method has six steps:

**ASK → GUIDE → VERIFY → REFINE → APPLY → SAVE**



You'll notice this isn't a list of clever tricks. It's a loop. You ask, you give context, you check what you got, you improve it, you use it, and you save what worked so the next time is faster. Run that loop enough times on the things that matter to you — your emails, your projects, your planning, your creative work — and something shifts. You stop treating AI like a vending machine you shake when it doesn't give you what you want, and start



treating it like a capable assistant you've trained to work the way you work.

That's the difference between *using* AI and *having a system* for it. This part of the book builds that system, one step at a time. By the end of Part 2, you'll have walked through a real example start to finish — and by the end of Part 5, you'll have built your own version, tailored to your life.

Let's start with the first step: getting clear on what you're actually asking for.

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## 2.1 ASK — Define the Job

*What am I actually asking AI to accomplish?*

Here's a version of a conversation almost everyone has had with AI:

*"Write me something about retirement."*

And the answer that comes back is... fine. Generic. Technically about retirement. Completely useless for whatever you actually needed it for — because "something about retirement" isn't a request. It's a topic. AI can't read your mind, so it fills in the blanks with the most average, middle-of-the-road version of an answer it can find. You get vague in, vague out.

The ASK step is about closing that gap *before* you hit enter — turning a fuzzy thought into a request specific enough that AI has something real to work with.

**The fuzzy version usually has one problem: it's missing the actual decision you're trying to make.**

Compare:

- *Fuzzy*: "Write me something about retirement."
- *Clear*: "Write a short letter to my sister explaining why I'm delaying retirement by two years, in a warm, matter-of-fact tone — not apologetic."

Notice what changed. The clear version tells AI: *who it's for, what it needs to accomplish, and what tone to use*. That's not extra effort — that's the actual thought you already had in your head. ASK is just the habit of getting it out of your head and into the request, instead of leaving AI to guess.

**A simple way to check your ask before you send it:**

Ask yourself three questions:

- **Who is this for?** (Yourself? Someone specific? A general audience?)
- **What should it actually do?** (Inform, persuade, comfort, organize, decide?)
- **What would "wrong" look like?** (Too long? Too formal? Missing a key detail?)

You don't need a perfect answer to all three — even a rough one changes the request dramatically. If you're not sure, that's useful information too: it usually means the *real* problem is you haven't decided yet, and AI can actually help you think that through, out loud, before you ask for the final version.

### A quick before/after:

| Fuzzy Ask                   | Clear Ask                                                                                                                                        |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| "Help me plan a trip."      | "I want a 5-day itinerary for Charleston, SC, in October, for two people who like walking and history but want at least one slow, no-plans day." |
| "Can you fix this email?"   | "Rewrite this email to sound firmer, without sounding angry — I need to say no to a request without over-explaining."                            |
| "Give me ideas for my art." | "Give me 5 painting ideas that use the ocean photos I've been taking, aimed at a series I could sell as a small collection."                     |

You'll notice the clear versions aren't longer because they're fancier — they're longer because they include the *decision*, not just the topic.

### Try it yourself:

Think of something you've asked AI for recently that came back disappointing. Rewrite it using the three questions above — who it's for, what it should do, what "wrong" would look like. You'll likely find the fuzzy version was missing at least one of the three.

This is the first habit worth building, because every other step in the Method depends on it. GUIDE — which we'll get to next — builds on a clear ask by adding the context AI needs to actually deliver it. But none of that matters if the ask itself is still a vague topic instead of a real request.

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## 2.2 GUIDE — Define the Conditions

*What does AI need to know about me, the situation, and my constraints to do this well?*

Once you've got a clear ASK, most people assume they're done — they've said what they want, so now it's AI's job to deliver it. But there's a second gap that trips people up almost as often as a fuzzy ask: AI doesn't know anything about *you* unless you tell it. Not your preferences, not your constraints, not the situation you're actually in.

That's what GUIDE is for. ASK defines the job. GUIDE defines the conditions the job has to work within — so the answer fits your life instead of a generic version of the request.

Think about the difference between asking a stranger for restaurant recommendations versus asking a close friend. A stranger gives you the popular, safe answer. A friend already knows you don't eat spicy food, you hate crowds, and you'd rather walk than drive — so their answer is useful on the first try. GUIDE is how you turn AI from the stranger into the friend, one piece of context at a time.

### Four kinds of context are worth giving, almost every time:

- **Preferences** — How you like things done. Formal or casual? Short or thorough? Playful or matter-of-fact?
- **Constraints** — What's fixed and can't move. A deadline, a budget, a length limit, a person who absolutely cannot be offended.
- **Goals** — What success actually looks like, beyond the immediate task. (Not just "write the email" — but "write the email so my son stops worrying and calls me back.")
- **Examples** — Something similar you liked, or didn't. A past email, a style you admire, a sentence that's close but not quite right.

You don't need all four every time. But when an answer comes back wrong, it's almost always because one of these four was missing — and once you know that, fixing it is easy.

### Before/after, building on the ASK examples from 2.1:

| Ask Alone                                                     | Ask + Guide                                                                                                                                               |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Rewrite this email to sound firmer, without sounding angry." | "...This is going to my landlord, who tends to get defensive if he feels criticized — keep it short, factual, and avoid anything that sounds like blame." |
| "Give me 5 painting ideas using my ocean photos."             | "...I usually paint in muted, cool tones, and I want this series to feel calm rather than dramatic — nothing that leans toward stormy or intense."        |
| "Write a 5-day Charleston itinerary."                         | "...We're both early risers who tire by mid-afternoon, so mornings should be the busiest part of each day, with something low-key after 2pm."             |

Notice these aren't longer because you're overexplaining — they're longer because you're including the exact information a thoughtful friend would already know and factor in.

### A useful habit: build a "context paragraph" you reuse.

If you find yourself explaining the same things over and over — your tone preferences, your general situation, your writing style — that's a sign it's worth saving as a short paragraph you can paste in at the start of a conversation. (We'll build this out properly in 2.6, SAVE, and again in Part 5 when you build your personal playbook — but it's worth noticing now: good conditions are reusable.)

**One thing GUIDE is *not*:** it's not about giving AI your whole life story before every request. A one-line request with the right piece of context beats a five-paragraph request with the wrong ones. The goal is relevance, not volume.

### Try it yourself:

Take the "clear ask" you wrote in the 2.1 exercise. Add one sentence of context — a preference, a constraint, a goal, or an example — and notice how much more specific an answer you'd expect back. If you're not sure which

of the four to add, ask yourself: *what would I tell a friend that I haven't told AI?*

Once your job is defined (ASK) and your conditions are set (GUIDE), you've given AI everything it needs to make a genuine attempt. The next step, VERIFY, is what you do *after* that attempt comes back — because even a well-guided answer still needs a second look before you trust it.

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## 2.3 VERIFY — Check Before You Trust

*What facts, risks, or assumptions need confirmation?*

Here's something worth understanding early: AI can give an incorrect answer with the same polished confidence it gives a correct one. Sometimes it will flag uncertainty, decline to answer, or point you to a source. Sometimes it won't. That's the part that matters — confidence of delivery is never proof of accuracy, regardless of which tool you're using or how it's been designed to hedge.

Once you know that, it changes how you treat everything that comes back to you. VERIFY is the step where you stop treating AI's answer as a finished product and start treating it as a first draft — potentially useful, sometimes wrong, and worth a quick check before it goes anywhere important.

### The confidence trap

How certain something sounds is not evidence that it's true.

A polished email

Confirming your account requires immediate verification of the details below.

?

A polished AI answer

Based on the data, the correct figure is exactly 14.7 percent.

?

This applies to AI answers. It also applies to the emails, texts, and phone calls that try hardest to sound official, urgent, or authoritative. The scams and misinformation that spread most effectively don't look sloppy or suspicious — they look polished and certain. The instinct that protects you from a well-dressed scam is the same instinct that catches a confidently-wrong AI answer. It's one skill, used in two places.

**Three questions to run before you trust an answer:**

- **Does this contain a specific fact I could check?** Names, dates, statistics, prices, claims about what a company or product does. These are the easiest things for AI to get subtly wrong, and the easiest for you to verify with one quick search.
- **Would getting this wrong actually cost me something?** A wrong answer about a recipe substitution is low stakes. A wrong answer about a medication interaction, a financial decision, or a legal question is not. Match your verification effort to what's genuinely at risk.
- **Does this ask me to do something urgent, financial, or unusual?** This is the scam-detection instinct specifically. Anything that pushes you toward moving money, sharing personal information, or acting *right now* deserves a pause and a second source — regardless of whether AI, an email, or a phone call generated it.

### What verifying actually looks like, in practice:

Verifying doesn't mean re-researching everything from scratch — that defeats the purpose of using AI at all. It usually means one of a few small habits:

- A quick search to confirm a specific fact or figure before you repeat it to someone else
- Ask AI, "*What might you be getting wrong, and which parts of this answer should I independently verify?*" This can help you identify weak spots, but it isn't a substitute for checking an outside source when the facts matter.
- Checking time-sensitive information (prices, current events, "as of" details) against a current source. Some AI tools can search the live web and some can't, and even a live-source answer still deserves verification when the stakes are real.
- Pausing on anything urgent-sounding long enough to ask: *would a real, trustworthy source ask me to act this fast?*

### A quick example:

Suppose you ask AI to summarize your rights as a tenant in your state. It gives you a clean, confident answer. Before you act on it: is this the kind of thing that would cost you something if it's wrong? Yes — this affects a legal decision. That's your signal to verify the specific claims with your state's actual tenant rights website or a local resource, rather than treating AI's summary as the final word. The summary might be exactly right. But "might be right" and "verified" aren't the same thing when the stakes are real.

### Try it yourself:

Take an answer AI has given you recently that you accepted without a second look. Run it through the three questions above. If it touched a specific fact, something costly, or something urgent — that's worth a two-minute check, even after the fact, just to build the habit.

Once you've checked an answer and trust it — or fixed what needed fixing — you're ready for REFINER: the step where you improve an answer that's *close* instead of starting the whole request over from scratch.

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## 2.4 REFINER — Fix What's Off

*What specifically would make this result better?*



One common AI habit is this: the answer comes back not-quite-right, and instead of fixing it, people delete everything and try to write a whole new request from scratch — as if the first attempt was wasted. It wasn't. A close answer is one of the most useful things AI can hand you, because it's much easier to fix something specific than to conjure something perfect out of nothing.

REFINE is the step where you treat AI less like a vending machine — put in a request, get out a final product — and more like a conversation. You don't need the perfect ask on the first try. You need the willingness to say *"almost — but not that part"* and let it adjust.

### **This is where AI actually works best, and where most people undersell it.**

A single, perfectly-worded request is hard to write. A short back-and-forth — ask, look, correct, look again — is easy, and it's how you'd naturally work with a person too. You wouldn't hand a task to an assistant once and never speak to them again if the first pass wasn't quite right. You'd say what needs to change. REFINE is just giving yourself permission to do that with AI.

### **Three ways to refine, depending on what's wrong:**

- **Point at the specific problem.** Don't say "this isn't right" — say *what's* not right. "The tone is too formal" gets you a better second draft than "try again." The more specific your correction, the more precise the fix.
- **Ask it to keep what's working.** If half the answer is good, say so: *"Keep the first paragraph exactly as is, but rewrite the ending so it doesn't sound so final."* This stops AI from throwing out the parts you liked along with the parts you didn't.
- **Ask a clarifying question instead of correcting.** Sometimes you're not sure *what's* wrong, just that something is. Try: *"Why did you phrase it this way?"* or *"What's another way you could approach this?"* AI can often explain its own reasoning, which makes it easier to spot exactly where to redirect it.

### **A quick example, continuing the landlord email from 2.2:**

Suppose AI's first draft of your firm-but-not-angry email comes back a little too apologetic — it opens with "I'm so sorry to bother you again." That's not a reason to start over. You'd say: *"Good, but cut the apology at the start — I want to sound matter-of-fact, not sorry."* That's it. One sentence, one specific fix, and the next draft should land much closer.

### **The habit worth building: read for the fix, not just the flaw.**

When something's off, pause for a second before responding and ask yourself *what would make this right* — not just *what's wrong with it*. "Too long" is a flaw. "Cut it to two short paragraphs" is a fix. The more you hand AI the fix instead of just the complaint, the fewer rounds it takes to get where you're going.

### **Try it yourself:**

Think back to a time you deleted an AI conversation and started over because the answer wasn't quite right. Picture what you actually would have said if you'd stayed in that conversation instead — one sentence, pointing at the specific problem. That sentence is REFINE.

Once an answer has been checked (VERIFY) and sharpened (REFINE), it's ready to do something. The next step, APPLY, is about turning that finished answer into the actual email, decision, or document it was meant to

become.

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## 2.5 APPLY — Move It Into Real Life

*Where does this answer go next?*

By this point in the process, you've defined the job, set the conditions, checked what came back, and sharpened it until it's right. That's real work — and it's easy to stop there, treat the good draft as the finish line, and move on. But a great email that stays in a chat window hasn't done anything yet. APPLY is the step where the answer stops being *text on a screen* and becomes the actual thing it was written for.

### The APPLY Check

Every finished answer has a real-world destination. Before you close the conversation, ask which of these it needs:

- **Send it** — an email, a text, a message
- **Schedule it** — onto a calendar, a to-do list, a booking
- **Save it somewhere actionable** — a document, a folder, a place you'll actually reopen
- **Decide** — pick between the options it helped you weigh, and move on
- **Create** — turn it into the painting, the post, the project it was meant to become
- **Book** — the reservation, the appointment, the ticket
- **Share** — with the person it was written for or about
- **Do the next step** — the one concrete action the answer was building toward

Most finished answers only need one of these. The point of naming them is that "apply it" stops being a vague instruction and becomes a specific, five-second decision: *which one is this?*

### Finishing the landlord email example:

Back in 2.4, you refined the email to cut the apologetic opening. The APPLY Check here is simple: **send it**. You copy the final version into an actual email to your landlord and send it. That's the whole step — but naming it matters, because "send it" is exactly where a lot of good drafts quietly die.

### A useful check before you apply anything:

Ask yourself one question: *"If I don't do anything else with this in the next ten minutes, will it actually get used?"* If the honest answer is no — if it's going to sit in a chat window until you forget about it — that's your sign to run the APPLY Check right now and take the concrete step it points to.

### Try it yourself:

Look back at the last few things AI helped you write or plan. Run each one through the APPLY Check. How many of them actually got sent, scheduled, saved, or acted on — and how many are still sitting in a chat window

somewhere, technically finished but never applied? That gap is worth noticing, because it's the difference between AI as entertainment and AI as something that actually moves your life forward.

Once something's been applied, there's one step left, and it's the one that turns a single good result into a system you can reuse: SAVE.

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## 2.6 SAVE — Keep What Worked

*What would be useful again?*

Here's what separates someone who "uses AI sometimes" from someone who has an actual system: the second person doesn't start from zero every time. They've noticed what works, and they've kept it — a favorite way of phrasing a request, a context paragraph they reuse, a template that's already halfway to done before they've typed a word.

That's what SAVE is. It's the step that turns five one-time good results into one repeatable habit. Without it, you relive ASK and GUIDE from scratch every single time, even for things you do all the time. With it, you're building something that gets easier to use the more you use it — which is the opposite of how most tools work.

**Three things are worth saving, and each one earns its keep differently:**

**Save the Prompt.** Any time an ask-and-guide combination gets you a genuinely good result on the first or second try, that's worth keeping. Not because you'll use the exact same words again, but because it's a template you can adapt — swap the details, keep the structure.

**Save the Context.** Back in 2.2, we mentioned building a short paragraph of your preferences and situation that you reuse across conversations. This is where that habit becomes real: write it once, save it somewhere you can paste from, and every future GUIDE step gets faster.

**Save the Correction.** If you notice you're making the same fix in REFINE over and over — "too formal," "too long," "too apologetic" — that's not bad luck, that's data about how you actually like AI to work. Save it as a standing instruction ("always keep responses under two paragraphs unless I ask for more") so you stop having to correct it each time.

**Where to save these — keep it simple:**

You don't need special software. A single document — a note on your phone, a page in a notebook, a simple file on your computer — works perfectly well. What matters is that it's one place you'll actually reopen, not five different places you'll forget about. (In Part 5, you'll build this out properly into your full Personal AI Playbook — but starting the habit now, even informally, means you'll have real material to work with when you get there.)

**A quick example, continuing the landlord email:**

You've now asked, guided, verified, refined, and applied that email. Before you move on, SAVE means asking one question: *is there anything here worth keeping?* Maybe it's the phrase "keep it short, factual, and avoid anything that sounds like blame" — that's context worth saving anytime you're writing to someone who gets defensive. Save that sentence. Next time, GUIDE takes ten seconds instead of a minute.

### A habit, not a task:

SAVE works best as a small, standing question at the end of any AI conversation that went well: *"Would this be useful again?"* If yes, take thirty seconds to keep it. If no, let it go — not everything needs saving, and a save-everything approach just becomes clutter you'll never look at again.

### Try it yourself:

Open whatever note-taking app or document you already use, and start a new page called "AI Notes" — nothing fancy. The next time AI gives you something worth keeping, save it under one of the three labels: Prompt, Context, or Correction. That page is the seed of the Personal AI Playbook you'll finish building in Part 5.

That's the full loop: ASK, GUIDE, VERIFY, REFINE, APPLY, SAVE. Six steps, each one small on its own, but together they turn AI from a one-off tool into an actual system — one that gets better the more you use it, instead of starting over every time. Next, in 2.7, we'll walk through all six steps together in a single, real example from start to finish.

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## 2.7 Putting It All Together: A Worked Example, Start to Finish

You've now seen each step of the AI Puppy Method on its own. Here's what it looks like as one continuous loop — start to finish, in a single sitting, the way you'd actually use it in real life.

**The situation:** You're planning a trip to Charleston, South Carolina, with a friend, this coming October.

**ASK — Define the job.** You don't start with "help me plan a trip" — you already know that's too fuzzy to get anywhere useful. Instead, you ask the real question:

*"I want a 5-day itinerary for Charleston, SC, in October, for two people who like walking and history but want at least one slow, no-plans day."*

That's specific enough that AI has something real to build from — a place, a length, a pace, and the kind of trip you actually want, not just a topic.

**GUIDE — Define the conditions.** Before you look at the answer, you add the context a friend planning this with you would already know:

*"We're both early risers who tire by mid-afternoon, so mornings should be the busiest part of each day, with something low-key after 2pm."*

Now AI isn't just building a generic Charleston itinerary — it's building yours. The draft comes back: five days, mornings full of walking tours and historic sites, afternoons easing into porch time, one full slow day with no plans at all.

**VERIFY — Check before you trust.** The itinerary mentions a specific restaurant, a walking tour company, and a museum's opening hours. Would getting these wrong cost you something? A little — a closed museum or a fully-booked restaurant could derail a morning. So you run a quick search to confirm the museum's current hours and that the walking tour company still operates. Nothing here is urgent or financial in a way that raises real

alarm, so a light check is enough.

**REFINE — Fix what's off.** The itinerary is close, but day 3 has you walking most of the morning and then immediately touring a historic home — too much on your feet back-to-back. Instead of starting over, you say:

*"Good, but day 3 has too much walking in a row — swap the historic home tour to day 2 morning instead, where there's more of a break built in."*

One sentence, one specific fix. The next version comes back with day 3 rebalanced, everything else intact.

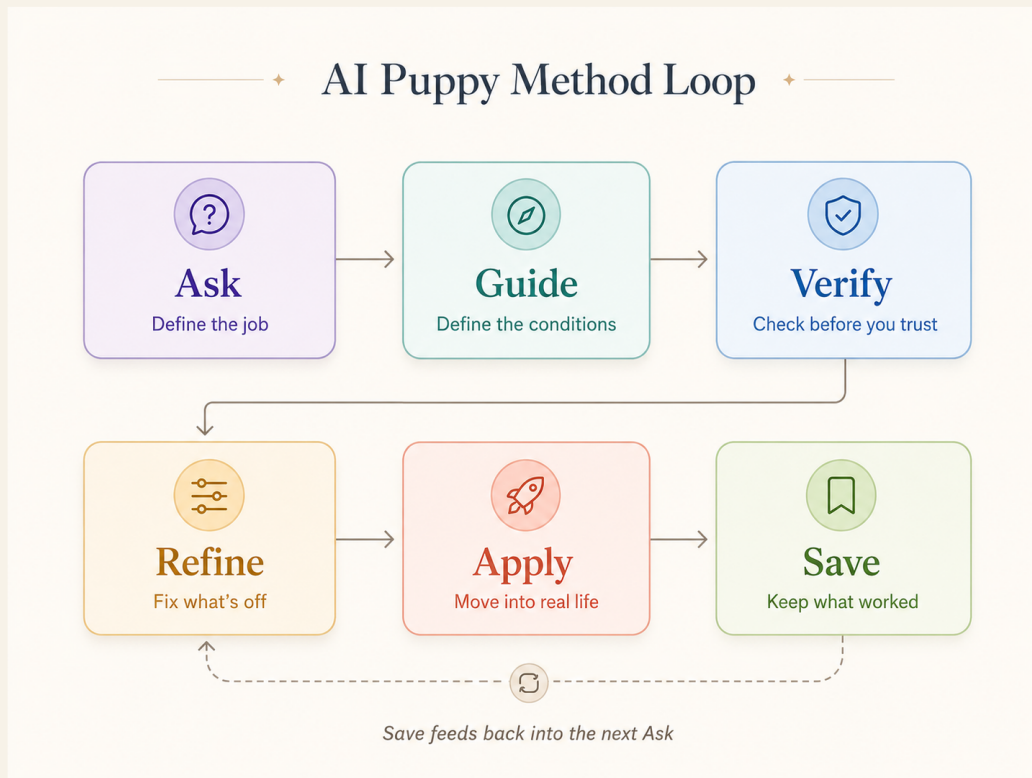
**APPLY — Move it into real life.** The APPLY Check: this one is **save it somewhere actionable**, plus **book**. You paste the final itinerary into a shared document with your travel companion, and you book the one thing with limited availability (the walking tour) that afternoon, while it's fresh. Ten minutes of action turns a good plan into an actual trip instead of a chat you'll lose track of by next week.

**SAVE — Keep what worked.** Before you close the conversation, you ask yourself what's worth keeping. Two things stand out: **Save the Context** — being early risers who tire by mid-afternoon is useful for any future trip, not just this one — and **Save the Prompt** — the general shape of the request itself ("X-day itinerary for [place], for people who like [interests] but want at least one slow day") as a template for the next destination. Both go into your AI Notes page.

None of these steps took long on its own. What made the difference wasn't any single step being clever — it was running all six, in order, instead of stopping after the first draft the way most people do. That's the whole method. It's not complicated. It's just complete.

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# The AI Puppy Method at a Glance





# Part 3 — AI for Everyday Life



Part 2 taught you the Method. This part is where you start putting it to work — real situations, run through the same six steps, so you can see exactly what ASK through SAVE looks like outside the examples you've already practiced.

Each chapter in Part 3 walks through one or two everyday situations. You won't see every step explained from scratch every time — by now you know the Method — but you'll see where different situations call for different kinds of judgment, context, verification, and follow-through.

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## 3.1 Planning & Decisions

Planning and deciding are two different jobs, even though they often get lumped together. Planning is mostly about organizing information you already have. Deciding is about weighing options when the "right" answer isn't obvious. AI is genuinely useful for both — but it's useful in different ways, and knowing the difference changes how you use it.

### Scenario: Planning a family gathering

You're hosting a holiday gathering for twelve people, including two grandchildren with food allergies, and you want a plan that doesn't leave you exhausted before anyone arrives.

**ASK — Define the job.** *"Help me build a timeline for hosting a holiday dinner for 12 people this Saturday, working backward from a 5pm meal."*

**GUIDE — Define the conditions.** *"Two guests have tree nut allergies, I'm cooking mostly solo with one helper starting at 2pm, and I want most of the prep done by Thursday so Saturday itself is calmer."*

That single sentence of context reshapes the whole plan — AI now knows to flag which dishes need allergy substitutions and to front-load Thursday and Friday with anything that can be made ahead.

**VERIFY — Check before you trust.** The plan references a specific stuffing recipe as "typically nut-free." That's a fact worth checking, and this is exactly the kind of thing where getting it wrong could genuinely hurt someone — so you confirm the actual ingredient list yourself rather than trusting the summary. This is a good example of matching your verification effort to the real stakes: a wrong answer about serving times is a minor inconvenience; a wrong answer about allergens is not.

**REFINE — Fix what's off.** The first draft has too much happening Thursday and almost nothing Friday. *"Move two of the make-ahead sides from Thursday to Friday — Thursday's already full with the turkey prep."* One sentence, rebalanced.

**APPLY — Move it into real life.** The APPLY Check here is **schedule it**: the finished timeline goes onto your actual calendar or gets printed and stuck to the fridge — not left in a chat window you won't reopen until Saturday morning in a panic.

**SAVE — Keep what worked.** Save the Prompt: the shape of "timeline working backward from [time], for [number] people, prep spread across [days]" is reusable for any future gathering. Save the Context: the allergy details are worth keeping on file for every holiday going forward, not just this one.

## Scenario: Deciding between two options

Planning organizes what you already know. Deciding is different — it's for when you're genuinely torn. Here, AI's job isn't to hand you an answer; it's to help you see your own thinking more clearly.

Suppose you're deciding whether to sell a car you rarely use or keep it for occasional trips. Instead of asking AI what to do, try asking it to help you think:

*"Help me lay out the real trade-offs between selling my car and keeping it — not what you'd do, just help me see this clearly. Here's what matters to me: [your actual priorities]."*

This is also a good preview of an idea we'll build more fully in Part 5: deciding in advance where AI helps you think and where the final decision stays with you. A decision like this can involve AI helping — organizing the trade-offs, running numbers, drafting questions to ask a mechanic or an insurance agent. The actual decision stays yours. If the conversation starts drifting from "help me think" toward "just tell me what to do," that's your cue to pull back to your own judgment, not lean further in.

**A quick way to tell planning from deciding, going forward:** if you already know what you want and just need to organize it, that's planning — hand AI the details and let it build the structure. If you're not sure what you want, that's a decision — use AI to see your own options more clearly, but keep the actual choice in your hands.

## Your Turn — Planning & Decisions

Think of one thing you're currently planning or deciding.

- Planning: I know what I want; I need structure.
- Deciding: I need help seeing the trade-offs.

What would your ASK be?

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## 3.2 Communication

Communication is where most people first try AI, and where the Method pays off fastest — because tone is exactly the kind of thing that's easy to get wrong with a fuzzy ask and easy to get right once you know to GUIDE for it.

### Scenario: A hard email to a family member

Your adult son has been distant lately, and you want to reach out without sounding like you're guilt-tripping him or pretending everything's fine when it isn't.

**ASK — Define the job.** *"Write a short email to my son checking in — I haven't heard from him in a few weeks."*

**GUIDE — Define the conditions.** *"He tends to pull back further if he feels pressured, so I want this to feel light and open, not worried or guilt-tripping. I'm not trying to solve anything — just let him know the door's open."*

That second sentence does the real work. Without it, AI has no way to know the difference between "checking in" that sounds caring and "checking in" that sounds like pressure — they can use nearly identical words.

**VERIFY — Check before you trust.** Nothing here involves a fact to check — this is a tone situation, not an information one. VERIFY doesn't disappear, though; it just shows up differently. VERIFY isn't always fact-checking — sometimes you're verifying that the result actually does what you intended it to do. The real check is reading the draft once as if you were your son receiving it, not as the person who wrote the request. Does it actually read as light and open, or does concern leak through despite the instructions? That's worth a careful second read before it goes anywhere.

**REFINE — Fix what's off.** Say the first draft opens with "I've been worried about you." That's not what you asked for — it's the guilt-adjacent tone you were trying to avoid. *"Cut the opening — it still sounds worried. Start with something ordinary, like asking about his week."* One correction, not a rewrite from scratch.

**APPLY — Move it into real life.** APPLY Check: **send it.** And this is a moment worth naming honestly — a finished draft doesn't do anything sitting in a chat window. If this is a message you've been meaning to send for weeks, applying it today, even imperfectly, matters more than getting it perfect and never sending it.

**SAVE — Keep what worked.** Save the Context: "tends to pull back if he feels pressured" is worth keeping for any future message to your son, not just this one. Save the Correction: if you notice you keep having to cut worried-sounding openings, that's worth turning into a standing instruction — "don't open messages to family with expressions of worry, even when I'm asking you to check in."

## A quick note on difficult conversations more broadly

The email example above works the same way for other hard messages — declining an invitation without over-explaining, addressing a conflict with a friend, setting a boundary with someone who doesn't take boundaries well. The pattern holds: ASK gets you the basic message, but GUIDE is what actually determines whether it lands the way you intend. The context that matters most in communication is almost always about the *relationship* — what this specific person responds well to, and what tends to make things worse.

One habit worth building here specifically: before you apply anything sensitive, read it once more as the recipient, not as yourself. That's VERIFY doing its job in a chapter where there's no fact to check — just a tone to confirm before it's out of your hands.

### Your Turn — Communication

Think of one message you've been putting off. What does AI need to know about the relationship before it can help you write it well?

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## 3.3 Organization & Paperwork

Paperwork is rarely hard because it's complicated. It's hard because it's tedious, scattered, and easy to put off — a stack of forms, a confusing letter from an insurance company, a spreadsheet you meant to update three months ago. This is one of the places AI earns its keep quietly: not by doing anything dramatic, but by taking the tedious middle step off your plate.

### Scenario: Making sense of a confusing letter

You receive a letter from your health insurance provider about a claim, full of codes and phrases like "explanation of benefits" and "adjusted allowable amount." It's not urgent-sounding, but it's not clear either, and you're not sure if you owe money or not.

**Before You Paste a Document** Before sharing a letter, form, statement, or other document with an AI tool, remove information it doesn't need to do the job, when possible. That may include your full name, address, date of birth, account or policy numbers, Social Security number, medical identifiers, passwords, or other private information. AI usually doesn't need to know who you are to explain what a document means.



**ASK — Define the job.** "Help me understand what this insurance letter is actually saying — do I owe money, and if so, how much?" You'd paste in the text of the letter (or describe it clearly) along with this.

**GUIDE — Define the conditions.** *"Explain it in plain language, not insurance terms. If there are numbers that matter, point them out clearly instead of burying them in the explanation."*

**VERIFY — Check before you trust.** This is exactly the kind of situation VERIFY was built for: a specific number, real money, and a document you didn't write yourself. Does the letter contain a claim you could check? Yes — the dollar amount and what it's for. Would getting this wrong cost you something? Potentially, yes. That combination means this isn't a "trust the summary and move on" situation — before you act on AI's explanation, call the insurance company's number on the letter and confirm the amount and what it covers, using AI's explanation as your starting point for what to ask, not as the final word.

**REFINE — Fix what's off.** Maybe the first explanation is accurate but still uses one term you don't recognize — "adjusted allowable amount." *"You used that term again without explaining it — what does that actually mean in plain terms?"* AI can usually clarify its own explanation on request, which is often faster than a second web search.

**APPLY — Move it into real life.** The APPLY Check here is likely **decide** — now that you understand what the letter says, you decide whether to pay, dispute, or call for clarification, and you do that concrete next thing rather than setting the letter aside again.

**SAVE — Keep what worked.** Save the Prompt: "explain this document in plain language and point out any numbers that matter" is a template worth keeping for every confusing letter that shows up — insurance, tax documents, utility notices, all of it.

## Scenario: Organizing a scattered project

Maybe it's not a single letter — it's a whole folder (physical or digital) of receipts, notes, and half-finished to-do lists for something like a home renovation or an estate matter. Here, AI is less useful for one specific answer and more useful as a sorting assistant.

*"I have a list of tasks and notes for [your project] that's gotten disorganized. Help me sort these into categories and flag what seems most urgent."*

Paste in your scattered notes as-is — you don't need to clean them up first. Part of what AI is good at is finding structure in something messy, which is often the exact step that keeps people stuck. Once it comes back organized, REFINe as needed ("group the financial items separately from the scheduling ones"), then APPLY by actually moving the organized version into whatever you'll keep using — a document, a physical folder, a project list.

**A pattern worth noticing across both scenarios:** paperwork and disorganized projects both benefit from the same move — hand AI the mess as-is, and let it do the sorting or translating you'd otherwise put off. The tedious middle step is exactly what it's good at. The verifying and the deciding stay yours.

## Your Turn — Organization & Paperwork

What is one messy document, list, or project you've been avoiding because organizing it feels tedious?

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## 3.4 Research & Learning

Research and learning cover a lot of ground — looking something up, understanding a topic you're new to, deciding what to trust when sources disagree. This is also the chapter where VERIFY matters most of all, because research is, by definition, the moment you're relying on AI for information rather than for organizing something you already know.

### Scenario: Learning something new

Suppose you've decided to learn the basics of a topic you've always been curious about — say, how solar panels actually work, because you're considering them for your home.

**ASK — Define the job.** *"Explain how home solar panels work, and what actually determines whether they're worth it for a specific house."*

**GUIDE — Define the conditions.** *"I'm not familiar with the technical side at all, so start with plain language, but don't oversimplify to the point that I can't ask a real installer good questions afterward. I want to come away able to have an informed conversation, not just a general sense of it."*

That guide line matters — it tells AI the *purpose* of the learning, not just the topic. "Understand it well enough to ask good questions" produces a different answer than "give me a general overview," even though the ASK was the same.

**VERIFY — Check before you trust.** This is where research chapters diverge from the others: verification isn't optional extra credit here, it's most of the point. A few things worth doing specifically for research and learning:

- If the explanation includes specific numbers — cost estimates, efficiency percentages, typical payback periods — treat those as things to double-check against a current source, not settled facts. These numbers shift over time and by region, and AI's information may not reflect your specific market or the current date.
- Ask directly: *"What's still debated or uncertain about this topic, and where might your explanation be oversimplified?"* This often surfaces nuance a first explanation skips.
- If you're learning something in order to make a real decision — like whether to install solar panels — treat AI's explanation as your starting education, not your final research. The actual decision deserves a real quote from an installer and a look at your specific situation — a principle we'll build out more fully in Part 5, when you draw your own lines around what AI helps with versus what you decide for yourself.

**REFINE — Fix what's off.** If the first explanation leans too technical despite your guide, that's a specific, fixable note: *"This is still using more jargon than I asked for — try again assuming I've never heard any of these terms before."*

**APPLY — Move it into real life.** The APPLY Check here is likely **do the next step** — armed with a real understanding, you reach out to a local installer with informed questions, rather than walking into that conversation without any foundation.

**SAVE — Keep what worked.** Save the Prompt: "explain [topic] in plain language, but at a level that lets me ask informed questions afterward" is a genuinely reusable template for learning *anything* new — a medical term, a financial concept, a piece of technology. Save the Correction if you find yourself repeatedly asking for less



jargon; that's worth turning into a standing instruction so every explanation starts at the right level.

## **A broader habit for research specifically**

Research is the one category in this book where "trust, but verify more than usual" is the default, not the exception. That's not a criticism of AI — it's simply the nature of research: you're asking for information precisely because you don't already know enough to spot an error yourself. The three VERIFY questions from Part 2 are especially worth running here, every time, not just when something feels off. In Part 5, you'll turn those questions into a personal verification checklist built around the areas where you have the most at stake.

### **Your Turn — Research & Learning**

What is one topic you'd like to understand well enough to ask better questions about?

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# Part 4 — AI for Creativity & Your Next Chapter



Part 3 showed the Method working across the everyday — planning, communicating, organizing, learning. This part shifts to something different: using AI alongside your own creativity and the experience you've built up over a lifetime. The Method doesn't change. What changes is the job it's doing — here, it's less about efficiency and more about a thinking partner for the things you make and the chapter you're writing next.

## 4.1 Writing & Storytelling

Writing is one of the places people are often most hesitant to bring AI in — there's a worry that using it somehow makes the writing less "yours." Using AI doesn't automatically make the writing less yours. The difference is in the role you give it. If it helps you organize, question, shape, or refine material that came from you, your voice can stay at the center. AI's role here is closer to a thinking partner than an author.

### Scenario: Writing a memory down

Suppose you want to write down a story from your childhood — something you've told at family gatherings for years, but never actually put on paper.

**ASK — Define the job.** *"Help me turn this story into something written down — I've told it out loud for years but never written it."* You'd then tell the story as you naturally would, out loud or typed roughly, exactly as you'd tell it to someone at the table.

**GUIDE — Define the conditions.** *"Keep my voice and my words as much as possible — I don't want this to sound like a stranger wrote it. Just help me organize it and smooth out the rough transitions."*

That instruction matters more here than almost anywhere else in this book. The goal isn't a polished, generic version of your story — it's your story, written down the way you'd actually tell it, just organized.

**VERIFY — Check before you trust.** There's no external fact to check here — this is a different kind of verifying. Read the result and ask: *does this still sound like me?* If AI has smoothed away the phrases and rhythms that make it sound like you, that's the thing to catch and fix, the same way 3.2 taught you to verify tone in a message.

**REFINE — Fix what's off.** If a section reads too polished — too much like a magazine article and not enough like your own telling — say so directly: *"This paragraph sounds too formal — put it back closer to how I actually said it, even if it's less tidy."*

**APPLY — Move it into real life.** APPLY Check: **create**, and likely **share** — save the finished piece somewhere real (a document for family, a page in a memory book, something you'll actually print or send), and consider who might want to read it. A story like this often means more to someone else than you'd expect.

**SAVE — Keep what worked.** Save the Prompt: "help me turn this into something written down, keeping my voice and words as much as possible" is a template worth reusing for every story you want to preserve this way — not just this one.

## A note on writing more broadly

The same approach works whether you're writing a memory, a letter, a short piece for a hobby, or something longer. AI is genuinely useful for the parts that usually stall people out — getting a rough version onto the page, organizing something that's scattered in your head, smoothing a transition that isn't working. It's far less useful, and shouldn't be used, for replacing your actual voice with something generic. The GUIDE step is what protects against that — say clearly that you want *your* voice kept, and clear guidance gives AI a much better chance of preserving your voice.

### Your Turn — Writing & Storytelling

Think of one story or memory you've told out loud many times but never written down. What would your ASK be — and what would you tell AI about keeping it sounding like you?

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## 4.2 Creative Projects & Brainstorming

Creative work often stalls not because of a lack of skill, but because of a blank page and no clear place to start. AI can be especially useful at exactly this part — not doing the creative work for you, but helping you get past the moment where nothing is happening yet.

### Scenario: A blank-page painting series

Suppose you paint, and you've decided you want to start a small series but have no clear idea beyond "something with the ocean photos I've been taking."

**ASK — Define the job.** *"Give me some ideas for a small painting series based on ocean photos I've been taking."*

**GUIDE — Define the conditions.** *"I usually paint in muted, cool tones, and I want this series to feel calm rather than dramatic — nothing that leans toward stormy or intense. I'd like 4-5 pieces that feel like they belong together."*

This is where GUIDE does real creative work, not just logistical work — telling AI your palette, your mood, and your scale turns a generic list of "ocean painting ideas" into something that actually fits the artist making the decision.

**VERIFY — Check before you trust.** Creative brainstorming doesn't usually involve facts to check, but it's still worth a version of VERIFY: does this actually feel like *your* style, or does it feel like a generic idea that happens to involve the ocean? If the ideas feel disconnected from your actual voice as an artist, that's the signal to refine, not to accept and move forward.

**REFINE — Fix what's off.** Say the first batch of ideas leans more dramatic than you wanted, despite your guide. *"These still feel more intense than calm — try again leaning toward quiet, still water rather than waves or storms."* One correction, and the next batch should land closer.

**APPLY — Move it into real life.** **APPLY Check: create.** The ideas exist to be painted, not admired in a chat window — so the real "apply" step here is picking one and starting, even a rough first attempt, rather than collecting more ideas than you'll ever use.

**SAVE — Keep what worked.** Save the Prompt: "give me ideas for [medium] based on [subject], in [your style/palette], for a series of [number] that feel cohesive" is reusable for the next series, whatever the subject.

## Brainstorming beyond visual art

The same approach works for any creative brainstorming — a writing project with no clear direction yet, ideas for a craft you're picking back up, even planning a creative gift for someone. The pattern holds: give AI a genuine sense of your style and constraints (GUIDE), and you'll get ideas that feel like starting points for *your* work instead of generic suggestions that happen to be on-topic.

**One thing worth remembering here specifically:** brainstorming works best as a real back-and-forth, not a one-shot request. If the first batch of ideas doesn't spark anything, that's useful information — tell AI what's missing ("none of these feel personal enough" or "these are too safe") and let REFINE do its job. The goal was never to get it right on the first try; it's to have a thinking partner that can keep generating until something clicks.

## Your Turn — Creative Projects & Brainstorming

Think of one creative project you've been meaning to start but haven't found a clear starting point for. What would you tell AI about your style or constraints — the GUIDE step — before asking for ideas?

---

## 4.3 Capturing Your Knowledge & Experience

Somewhere along the way, most people accumulate a specific kind of knowledge that's easy to underestimate: the practical, hard-won kind that only comes from actually doing something for years. How to manage a difficult employee. How to plan a wedding on a tight budget. How to keep a garden alive through a brutal summer. It's rarely written down anywhere, because it never felt like something worth writing down — it was just what you knew.

This chapter is about getting some of that down before it stays only in your head.

### Scenario: Turning experience into something written

Suppose you spent years managing people before retiring, and you've noticed you still have strong, specific opinions about what actually works when someone on your team is struggling — opinions younger managers you know could genuinely use.

**ASK — Define the job.** *"Help me turn what I know about managing struggling employees into a short written guide — not a formal paper, just clear and practical."*

**GUIDE — Define the conditions.** *"I'll talk through what I know out loud, in no particular order — I want you to organize it into a logical structure afterward, not clean up my thinking as I go. Keep my actual examples and phrases where they're useful."*

This is an important instruction, and worth noticing why: for capturing experience specifically, the *organizing* is the job you want AI's help with — not the thinking itself. You already have the thinking. It's scattered because it's lived experience, not because it's unclear.

**VERIFY — Check before you trust.** As with the memory-writing scenario in 4.1, there's no external fact to check here — the check is whether the organized version still sounds like something *you'd* actually say, with your real examples intact, not a generalized, textbook version of management advice that could have come from anyone.

*When your examples involve other people — coworkers, clients, family, students, customers — remove identifying or confidential details unless you have a clear reason and permission to include them. The lesson can usually survive without the names.*

**REFINE — Fix what's off.** If the organized draft smooths your specific stories into generic bullet points, that's a fix worth naming directly: *"Put the specific example back in about the employee who was missing deadlines — that's more useful than the general point alone."*

**APPLY — Move it into real life.** APPLY Check: **create**, and likely **share**. This kind of writing often means the most when it actually reaches someone — a former colleague, a family member starting out in a similar role, or simply somewhere you'll keep it so it isn't only in your head anymore.

**SAVE — Keep what worked.** Save the Prompt: "help me turn what I know about [topic] into a short, practical guide — organize my scattered thinking, keep my real examples" is worth reusing for any other area of experience worth capturing.

## Why this matters more than it might seem to

It's easy to assume this kind of knowledge isn't valuable enough to write down — that it's "just" what you happen to know from doing something a long time. That assumption is usually wrong. The things that feel most ordinary to you, because you lived them, are often exactly the things someone earlier in their own path would find most useful. AI doesn't change what you know. It just removes the friction between knowing it and actually getting it down somewhere it can be used.

### Your Turn — Capturing Your Knowledge & Experience

Think of one thing you know deeply from years of doing it — something that's never been written down. What would your ASK be, and who might actually benefit from reading it?

---

## 4.4 Exploring a New Chapter

This chapter isn't about starting a business — though for some people, it might lead there. It's broader than that: it's about what happens when decades of experience meet a genuine curiosity about what's next, and AI turns out to be a useful thinking partner for exploring that, whatever shape it takes. For one person that might be consulting a little. For another, it's a small side project, a class they'd like to teach, or simply a way to keep using knowledge that would otherwise sit unused.

### Scenario: Exploring an idea before committing to it

Suppose you've spent years in a field — bookkeeping, teaching, event planning, whatever it might be — and you've had a loose idea in the back of your mind: maybe you could offer some kind of small, part-time consulting to people just starting out. You're not sure it's realistic, and you're not sure you even want to commit to it yet. You just want to think it through.

**ASK — Define the job.** *"Help me think through whether offering part-time consulting in [your field] to people starting out is realistic — I'm exploring this, not committing to it yet."*

That last clause matters. It tells AI the actual job: help you think, not help you launch. A different ASK later — once you've decided this is something you want to pursue — would look different.

**GUIDE — Define the conditions.** *"Here's my background: [your actual experience]. I'd want this to stay small and part-time — I'm not looking to build something big, just use what I know in a way that's useful and doesn't take over my life."*

This context reshapes everything AI comes back with — a "how to build a consulting business" answer looks completely different from a "how to do a small, contained version of this" answer, and only GUIDE tells it which one you actually want.

**VERIFY — Check before you trust.** If the conversation touches anything with real stakes — pricing, legal or tax considerations, specific claims about what similar work typically pays — treat those the way 3.4 taught you to treat research: a starting point, not a final answer. A quick conversation with someone who's actually done something similar, or a professional where money or legal structure is involved, is worth more than AI's general



sense of it.

**REFINE — Fix what's off.** If the ideas that come back feel too ambitious for what you actually want — more like "build a full business" than "use what I know, part-time, on my terms" — say so directly: *"This is bigger than what I'm looking for. Show me what a genuinely small, low-commitment version of this could look like."*

**APPLY — Move it into real life.** Here, APPLY looks different from most other chapters, because the honest answer might be: not much yet, and that's fine. For an exploratory idea, APPLY may mean one low-risk test: talk to one person, sketch one offer, research one requirement — or deliberately decide not to pursue it. The APPLY Check might simply be **decide** — deciding on that one small next step, or deciding, just as validly, that it was worth thinking through and isn't the right fit right now. Both are real outcomes of this step.

**SAVE — Keep what worked.** Save the Prompt: "help me think through whether [idea] is realistic, given my background in [field] — I'm exploring, not committing" is a genuinely reusable way to think through any new idea before deciding whether to pursue it.

## A note on what this chapter is and isn't

This isn't a chapter about becoming an entrepreneur, and it doesn't need to lead anywhere in particular. Some readers will use this to explore a small income stream. Others will use the same approach to think through a volunteer role, a class to teach, or simply a project that uses what they know in a new way. AI's usefulness here isn't about ambition — it's about helping you think clearly about an idea before you've decided what, if anything, to do with it.

## Your Turn — Exploring a New Chapter

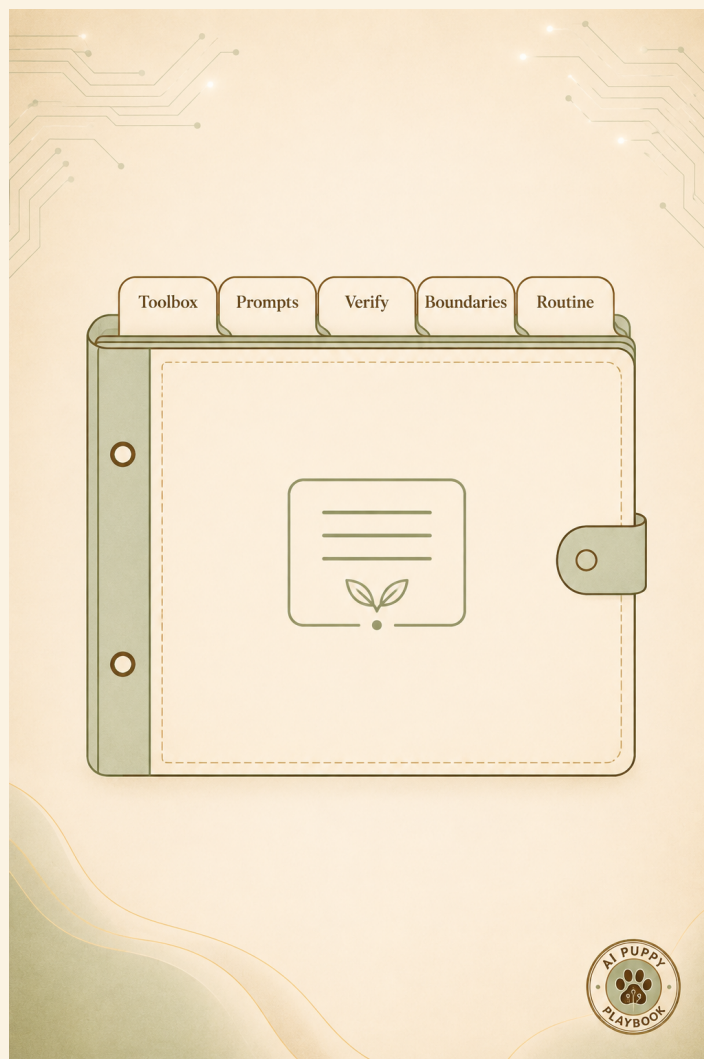
Think of one loose idea you've had about using your experience in a new way — however small. What would your ASK be if you were only exploring it, not committing to it yet?

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You've now got a working sense of how the AI Puppy Method applies to your creative work and to whatever comes next — in your own voice, at your own pace, on your own terms.

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# Part 5 — Build Your Personal AI Playbook



Part 2 gave you the Method. This part gives you the *playbook* — the actual, physical (or digital) thing you'll build as you go, so that everything you just learned doesn't stay an idea you read once. By the end of Part 5, you won't just understand the AI Puppy Method. You'll have your own working version of it: your tools, your saved prompts, your checklist, your boundaries, your routine.

Think of this part less like a chapter to read and more like a set of short exercises to do — five short sections, five small additions to your playbook, and by the end, a system you actually own.

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## 5.1 Your AI Toolbox — What You Use and Why

If you've been using AI at all, you already have a toolbox — even if you've never called it that. Maybe it's one chatbot app on your phone. Maybe it's two or three you bounce between depending on the day. Either way, the first page of your Personal AI Playbook is simple: **write down what you actually use, and why.**

This matters more than it sounds like it should. Most people using AI casually never stop to notice which tool they reach for and when — they just open whatever's already on their screen. Writing it down does two things: it makes your choices intentional instead of accidental, and it gives you a page to return to when you're deciding whether a new tool is actually worth adding, or just noise.

#### What to record for each tool you use:

- **Name of the tool**
- **What you mainly use it for** (writing help, research, planning, images, something else)
- **What you like about it** (tone, speed, a specific feature)
- **Anything it's not great at**, so you remember to double-check or switch tools for that particular job

You don't need more than a sentence or two per line. This isn't a review — it's a reference.

#### A short example:

| Tool                            | Mainly Used For          | Good At                  | Not Great For                    |
|---------------------------------|--------------------------|--------------------------|----------------------------------|
| [Your main chat tool]           | Writing emails, planning | Fast, good tone matching | Doesn't always know current info |
| [A second tool, if you use one] | Research questions       | Cites sources            | Slower, more formal answers      |

Yours might have one row or four. Both are fine — the goal isn't a long list, it's an accurate one.

**If you're only using one tool right now, that's a perfectly good place to start.** This page isn't asking you to go collect more apps. It's asking you to notice what you already reach for, so that when a new situation comes up — "I need to check something that just happened this week," or "I need help thinking through a decision, not just writing something" — you already know which tool in your toolbox is the right one for the job, instead of defaulting to whichever one is already open.

#### Try it yourself:

Turn to the first page of your playbook (or open the "AI Notes" page you started back in Part 2) and write down every AI tool you've used in the last month, even the ones you only tried once. For each, jot what it was good for and what it wasn't. This becomes the page you check first, next time you're not sure where to start.

Once you know what's in your toolbox, the next page of your playbook is about what you say to it — the reusable instructions and saved prompts that make GUIDE fast instead of something you rebuild from scratch every time.

---

## 5.2 Your Reusable Instructions & Saved Prompts

Back in Part 2, SAVE introduced the habit of keeping what worked — the prompt, the context, the correction. This section is where that habit becomes a real page in your playbook, organized so it's actually useful the next

time you need it, instead of a scattered pile of notes you can't find.

Three things belong on this page, and they do different jobs.

### **Your standing context paragraph.**

This is the short paragraph you write once and reuse across conversations — your general preferences, tone, and situation, so GUIDE takes ten seconds instead of a fresh explanation every time. If you started building this in Part 2, this is where it gets finalized.

A useful way to build it: answer three quick questions in a sentence or two each.

- **How do I generally like things done?** (Short and direct? Warm and conversational? Formal?)
- **What do I always want AI to know about my situation?** (Retired, still working, caregiving, a specific project you're often working on — whatever's relevant across most of what you ask.)
- **What should AI never assume about me?** (Don't assume I'm tech-savvy. Don't assume I want a long answer. Don't use slang.)

Put these together into one short paragraph. Here's an example, just to show the shape — yours will sound like you, not like this:

*"Keep answers clear and not overly long unless I ask for detail. I'm comfortable with technology but don't use jargon without explaining it. I'm mostly using AI for writing help, planning, and creative projects. I prefer a warm but direct tone — not overly formal, not overly casual."*

Paste this at the start of a new conversation anytime the conversation is going to run long or matter — it does the work of GUIDE before you've even made your first specific ask.

### **Your saved prompts — organized by what they're for, not when you wrote them.**

This is the "Save the Prompt" habit from Part 2, given a real home. Rather than one long list in the order you happened to save things, group them by category so you can actually find what you need:

- **Writing & Communication** (emails, letters, messages)
- **Planning & Decisions**
- **Creative Projects**
- **Research & Learning**

Under each category, keep the prompt itself plus a one-line note on what it's good for. For example, under Writing & Communication, you might save:

*"Rewrite this to sound [tone] — this is going to [type of person], so keep it [specific guidance]." — Good for: any message where tone matters more than content.*

That's not a finished prompt you paste word-for-word. It's a template with blanks you fill in each time — which is exactly what makes it reusable instead of a one-off.

### **How many should you save?**

Fewer than you'd think. Five or six genuinely useful, well-organized prompts beat thirty half-remembered ones. If a category has more than four or five entries, that's usually a sign it's time to prune — keep the ones you'd actually reach for again, and let the rest go.

### **Your standing corrections — the third piece.**

Part 2 named three things worth saving: the prompt, the context, and the correction. This is where the third one gets its own page. Any time you notice you're making the same fix in REFINE more than once, that's not a coincidence — it's a pattern telling you something about how you actually want AI to work with you. Write it down as a standing instruction, and you stop having to make the same correction over and over.

A few examples, just to show the shape:

- *Keep answers under 300 words unless I ask for more.*
- *Don't make the tone overly formal.*
- *Don't rewrite sections I've said to keep.*
- *Don't use jargon without explaining it.*
- *Ask me before making assumptions about missing details.*

Paste your standing corrections alongside your context paragraph, and both do their work before you've typed a single specific request.

### **Try it yourself:**

Write your standing context paragraph now, using the three questions above. Then think of one correction you've made more than once recently, and write it down as a standing instruction. Finally, look back at your AI Notes page from Part 2 and pull out one or two prompts that worked well — sort them into a category. That's the start of a page you'll keep adding to naturally, every time SAVE flags something worth keeping.

With your tools recorded and your prompts organized, the next page in your playbook shifts from *what helps you move faster* to *what keeps you safe* — your personal verification checklist.

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## **5.3 Your Verification Checklist**

VERIFY, back in Part 2, gave you three questions to run before trusting an answer: does it contain a specific fact I could check, would getting it wrong cost me something, and is it pushing me toward something urgent, financial, or unusual. Those three questions work anywhere, for anyone. This page is about turning them into something even faster — a personal checklist tuned to the situations *you* actually run into.

### **Why a general checklist isn't quite enough.**

The three VERIFY questions are the foundation, but everyone's life has a handful of recurring situations where getting it wrong matters more than usual — a specific kind of decision, a specific kind of message, a specific kind of task. A generic checklist treats every situation the same. A personal one flags the ones that deserve extra care, so you're not running a full check on low-stakes things and don't have to think from scratch on high-stakes ones.

## Building your checklist in two parts:

**Part one — your standing checks.** These apply almost every time:

- ☐ Does this include a specific fact, name, date, or number I could check?
- ☐ Would acting on this be hard to undo if it's wrong?
- ☐ Is anything here pushing me to act quickly, send money, or share personal information?

**Part two — your personal flags.** This is the part worth actually customizing. Think about the two or three areas of your life where a wrong answer would cost you the most — health, finances, a specific relationship, a business decision — and write a flag for each. For example:

- ☐ *Anything involving money leaving my account gets checked with a second source, no matter how AI phrased it.*
- ☐ *Anything about a medication or health question gets confirmed with my doctor or pharmacist before I act on it, not just AI.*
- ☐ *Anything I plan to send to a client or business contact gets read once more with fresh eyes before it goes out.*

Yours might be different — that's the point. A checklist tuned to your actual life catches more than a generic one, because it's built around where *you* specifically have the most at stake.

## Keep it short enough to actually use.

A checklist with twenty items doesn't get used — it gets skipped. Aim for two or three standing checks plus two or three personal flags. Short enough to run through in your head in ten seconds, specific enough to catch what matters to you.

## A quick example of the checklist in action:

Say AI drafts a message to a family member about a financial decision. Standing checks: does it include a specific number? Yes — that gets a second look. Would this be hard to undo if wrong? Somewhat — worth a beat before sending. Personal flag: anything involving money gets a second source. That one's triggered too — so before sending, you confirm the number against your actual account rather than trusting the draft's memory of it. Two minutes, and you've caught the one thing that actually mattered here.

## Try it yourself:

Write your two or three personal flags now. Think about the last time an AI answer would have cost you something if you'd trusted it without checking — what would a flag for that situation have looked like? Add it to your checklist.

With your checklist in place, the next page of your playbook isn't about catching mistakes — it's about drawing a line AI doesn't cross at all: what you never let it decide for you.

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## 5.4 What You Never Let AI Decide For You



Everything so far in this book has been about using AI well — asking clearly, giving it context, checking its work, refining, applying, saving. This page is different. It's not about using AI better. It's about deciding, in advance, where you don't hand the decision to AI at all.

That might sound like an odd thing to need to write down. But it's easier than you'd expect to slide from "AI helped me think this through" into "AI decided this for me" without ever quite noticing the line got crossed — especially on days when a decision feels heavy and a fast, confident answer is a relief. This page exists so that line is drawn *before* you're standing at it, not while you're standing at it.

### **The difference between AI helping and AI deciding.**

AI helping looks like: laying out your options, pointing out something you hadn't considered, drafting language for a choice you've already made. AI deciding looks like: you asking "what should I do?" about something that matters, and doing whatever it says because it sounded confident and it was easier than sitting with the discomfort of deciding yourself.

Both can look identical from the outside — the same chat window, the same helpful tone. The difference is entirely about who actually made the call.

### **A short list to get you started — but this page should be yours, not a copy of this one:**

- **Anything involving a relationship** — how to handle a conflict with someone you love, whether to forgive someone, what to say in a moment that actually matters emotionally. AI can help you find words. It shouldn't tell you what to feel or what the right choice is.
- **Significant financial decisions** — AI can help you understand your options or draft questions to ask a financial advisor. The actual decision, especially anything large or hard to reverse, deserves a human advisor or your own considered judgment, not a chat response.
- **Medical decisions** — AI can help you prepare questions for a doctor or understand terms you've read. It should never be the thing that decides what you do about your health.
- **Anything about who you are or what you believe** — your values, your faith, your sense of what matters in your life. AI can be a sounding board. It's not an authority on what's true for you.

### **Why this page matters more than it might seem to, right now.**

The whole rest of this book is designed to make AI feel more capable, more useful, more like something you can lean on. That's the point — but it also means this is exactly the book that should include a page like this one. A tool that feels more trustworthy is also a tool that's easier to over-trust. Naming your own boundaries here isn't a contradiction of everything else in this playbook. It's what makes the rest of it safe to use fully.

### **Try it yourself:**

Write your own version of this list — two to four areas where you decide, in advance, that AI's role is to help you think, never to make the call. Keep it short enough to actually remember. You'll know it's right if, reading it back, each line feels less like a rule and more like something you already believed — just written down now, on purpose, instead of left to chance in the moment.

With your boundaries in place, the last page of your playbook turns everything you've built here — your tools, your prompts, your checklist, your boundaries — into an actual weekly habit: your Personal AI Puppy Routine.

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## 5.5 Your Personal AI Puppy Routine

Everything in this part so far has been a page — your toolbox, your saved prompts, your checklist, your boundaries. This last section is different. It's not another page to fill out. It's the habit that keeps the other four pages alive, instead of becoming something you built once and never opened again.

**Here's the honest truth about playbooks like this one:** the value isn't in having written it. It's in returning to it. A checklist you never look at again doesn't protect you from anything. Saved prompts you never reuse are just old notes. The Method itself — ASK, GUIDE, VERIFY, REFINE, APPLY, SAVE — only compounds if you actually run it more than once. A routine is what turns "I built a playbook" into "I have a system I use."

**The good news: this doesn't need to be big.**

You don't need a daily ritual or a complicated schedule. A few small, regular check-ins are enough to keep everything in this book alive.

**A simple weekly routine — adjust freely to fit your life:**

- **Once a week, a few minutes: check your AI Notes.** Anything you meant to save this week but didn't get to? Move it into the right page — Toolbox, Prompts, Checklist, or Boundaries.
- **Once a week: reuse one saved prompt on purpose.** Not because you need to — as a way of keeping the habit alive. If it still works well, great. If it needs adjusting, that's useful information too.
- **Once a month: reread your boundaries page.** Not to change it necessarily — just to reconnect with it, so it stays a real commitment instead of a page you wrote once and forgot.
- **Whenever something surprises you — good or bad:** that's the moment to add to your playbook. A prompt that worked unusually well. A correction you had to make twice. A moment VERIFY caught something that would have cost you. Small updates, added as they happen, are what keep the playbook current instead of stale.

**This routine is also where the whole Method becomes invisible — in a good way.**

Right now, six steps and a bunch of new pages probably feels like a lot to hold in mind. That's normal for anything new. But routines are how habits stop feeling like steps and start feeling like how you naturally do things. Give this a few weeks of light, regular use, and you'll likely notice you're not consciously running through "ASK, GUIDE, VERIFY..." anymore — you're just doing it, the way you don't consciously think through the steps of a task you've done a hundred times.

**One last thing worth naming:**

This playbook isn't a finished document. It's the opposite — it's built to change as you do. The tools you use will shift. Your prompts will get sharper. Your checklist will grow the exact flags your life actually needs. That's not a sign it wasn't done right the first time. That's what a living system looks like.

**Try it yourself:**

Pick one piece of this routine to start with this week — checking your notes, reusing a saved prompt, or rereading your boundaries page. Just one. Put it somewhere you'll actually see it — a calendar reminder, a sticky note, whatever works for you. That one small habit is what turns everything you've built in Part 5 from a book you read into a system you use.

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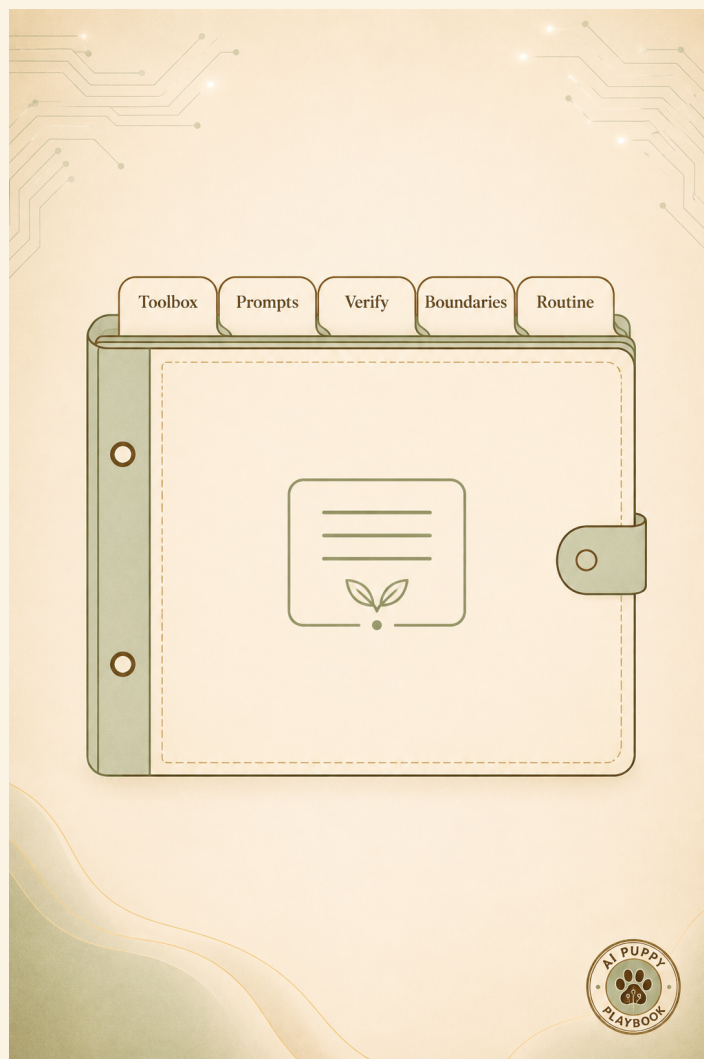
You've now built your own working version of the AI Puppy Method — your tools, your prompts, your checklist, your boundaries, and a routine that keeps all of it current. What started in Part 2 as a method to learn has become, by the end of Part 5, a system that's genuinely yours.

You've now taken the Method you practiced throughout Parts 3 and 4 and turned it into a system of your own — one you can keep refining as your needs, projects, and tools change.

The six worksheets that follow turn everything in this part into pages you can actually fill in, print, or copy into your own notebook — your Personal AI Playbook, made real.

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# Your Personal AI Playbook Worksheets

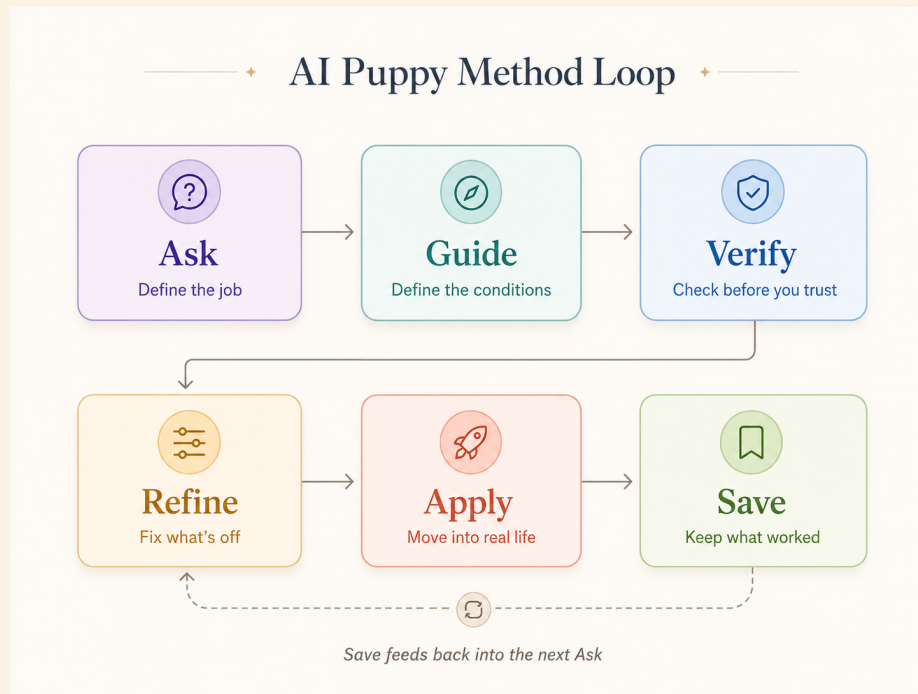


*Six pages, designed to be used alongside Part 2 (The AI Puppy Method) and Part 5 (Build Your Personal AI Playbook). Print them, copy them into your own notebook, or fill them in digitally — however you'll actually use them.*

*AI Puppy Playbook Complete System | Personal AI Playbook*

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## Worksheet 1 — The AI Puppy Method at a Glance



### **ASK — Define the job.**

What do I actually need AI to do?

### **GUIDE — Define the conditions.**

What does AI need to know about me, the situation, and the result I want?

### **VERIFY — Check before you trust.**

What facts, risks, or assumptions need confirmation?

### **REFINE — Fix what's off.**

What specifically would make this result better?

### **APPLY — Move it into real life.**

Where does this answer go next? (*Send it / Schedule it / Save it / Decide / Create / Book / Share / Do the next step*)

### **SAVE — Keep what worked.**

What would be useful again?

---

# Worksheet 2 — My AI Toolbox

| Tool | Mainly Used For | Good At | Not Great For |
|------|-----------------|---------|---------------|
|      |                 |         |               |
|      |                 |         |               |
|      |                 |         |               |
|      |                 |         |               |

Which tool do I reach for first, and why?

\_\_\_\_\_

*Not sure what to write yet? Start with whatever's already on your phone or computer — that's your toolbox, whether you've named it or not.*

\_\_\_\_\_



## Worksheet 3 — My Standing Context + Corrections

**My standing context paragraph** (*answer each question in a sentence or two, then combine them below*)

How do I generally like things done?

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What should AI always know about my situation?

---

What should AI never assume about me?

---

**My context paragraph, combined:**

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**My standing corrections** (*fixes I've made more than once — turn them into standing instructions*)

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

---

## Worksheet 4 — My Saved Prompt Library

*Group your best prompts by category. Keep the prompt as a fill-in-the-blank template, not a one-time exact wording.*

### Writing & Communication

Prompt: \_\_\_\_\_

Good for: \_\_\_\_\_

Second prompt I want to keep: \_\_\_\_\_

Good for: \_\_\_\_\_

### Planning & Decisions

Prompt: \_\_\_\_\_

Good for: \_\_\_\_\_

Second prompt I want to keep: \_\_\_\_\_

Good for: \_\_\_\_\_

### Creative Projects

Prompt: \_\_\_\_\_

Good for: \_\_\_\_\_

Second prompt I want to keep: \_\_\_\_\_

Good for: \_\_\_\_\_

### Research & Learning

Prompt: \_\_\_\_\_

Good for: \_\_\_\_\_

Second prompt I want to keep: \_\_\_\_\_

Good for: \_\_\_\_\_

*(Add more rows in your own notebook as you go — five or six strong prompts beats thirty half-remembered ones.)*

---

## Worksheet 5 — My AI Verification Checklist

**Standing checks** *(run these on anything before you trust it)*

[ ] Is there a fact, name, date, number, price, or claim I should confirm?

[ ] Would acting on this be difficult to undo if it's wrong?

[ ] Is anyone or anything pushing me to act urgently, send money, or share information?

**My personal flags** *(the two or three areas of your life where a wrong answer costs you the most)*

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

*Keep this one short enough to run through in your head in ten seconds. That's what makes it something you'll actually use.*

\_\_\_\_\_

## Worksheet 6 — My AI Boundaries + Weekly Routine

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### PANEL 1 — What I Decide

What AI helps me with — and what I decide:

| AI Can Help Me...  | I Make the Final Decision About... |
|--------------------|------------------------------------|
| understand options | health decisions                   |
| organize questions | financial decisions                |
| draft language     | relationships                      |
| compare choices    | personal values                    |
|                    |                                    |
|                    |                                    |

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### PANEL 2 — How I Maintain the System

**My weekly/monthly routine** (*check what you'll commit to — start with just one*)

[ ] Weekly: check my AI Notes and file anything into the right worksheet

[ ] Weekly: reuse one saved prompt on purpose

[ ] Monthly: reread my boundaries page

[ ] Ongoing: add to my playbook whenever something surprises me — good or bad

**This week, I'm starting with:**

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*These six pages are your Personal AI Playbook. They're built to change as you do — revisit them, cross things out, add new lines. A playbook that stays exactly the same forever isn't being used.*

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### Bonus — AI Puppy Prompt Vault

Every prompt in this Vault follows the same shape you've been practicing throughout this book: a clear ASK, paired with the GUIDE context that makes it yours. None of these are meant to be pasted word-for-word — they're templates. Swap out the bracketed parts, add whatever context matters for your specific situation, and treat

each one as a starting point for REFINE, not a finished script.

They're organized by outcome — what you're actually trying to get done — not by category for its own sake. Find the situation closest to yours, adapt it, and use it.

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## Planning & Decisions

### Building a timeline for an event

*"Help me build a timeline for [event] with [number] people, working backward from [time/date]. [Any constraints — allergies, helpers, budget, etc.]"*

Adjust: the more specific your constraints, the less REFINE you'll need afterward.

### Thinking through a decision, not making it for you

*"Help me lay out the real trade-offs between [option A] and [option B] — not what you'd do, just help me see this clearly. Here's what matters to me: [your actual priorities]."*

Adjust: if the conversation starts drifting toward "just tell me what to do," redirect it back to trade-offs — see Part 5's boundaries page.

### Organizing a messy project

*"I have a list of tasks and notes for [project] that's gotten disorganized. Help me sort these into categories and flag what seems most urgent."*

Adjust: paste your notes in exactly as they are — messy is fine, that's the point.

---

## Communication

### A hard message to someone close to you

*"Write a short [email/text] to [person] about [situation]. [Person] tends to [how they typically react], so I want this to feel [tone], not [tone to avoid]."*

Adjust: the sentence about how this specific person reacts is doing almost all the work — don't skip it.

### Declining something without over-explaining

*"Help me write a short, polite decline to [request] — firm, but not cold. I don't want to over-justify the no."*

Adjust: if the draft still sounds apologetic, name that directly in REFINE.

### Reading a message before you send it

*"Read this message as if you were [recipient] receiving it. I want it to come across as [intended tone]. Does it actually land that way, or does anything read differently than I mean it?"*

Adjust: this is VERIFY for tone, not facts — use it on anything sensitive before you apply it.

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## Organization & Paperwork

### Making sense of a confusing document

*"Help me understand what this [letter/form/statement] is actually saying. Explain it in plain language, and point out any numbers or dates that matter."*

Adjust: remove identifying details before pasting anything in — see Part 3's "Before You Paste a Document."

### Clarifying a term you don't recognize

*"You used the term '[term]' — what does that actually mean in plain terms?"*

Adjust: use this to simplify the term, then independently verify it if the meaning matters to a decision, document, medical issue, financial issue, or other high-stakes situation.

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## Research & Learning

### Learning something new, well enough to ask good questions

*"Explain [topic] in plain language, but at a level that lets me ask informed questions afterward — not just a general overview."*

Adjust: if the explanation still leans technical, say so directly and ask for it assuming zero prior knowledge.

### Surfacing what's uncertain

*"What's still debated or uncertain about this topic, and where might your explanation be oversimplified?"*

Adjust: especially useful before you treat any explanation as settled.

### Comparing sources or viewpoints

*"Summarize the main viewpoints on [topic] and where they actually disagree, not just where they overlap."*

Adjust: use this to spot genuine debate rather than assuming one explanation is the full picture.

### Building questions to ask a professional

*"Help me build a short list of informed questions to ask a [doctor/accountant/lawyer/specialist] about [topic], based on what I've learned so far."*

Adjust: this is prep for the real conversation, not a substitute for it.

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## Writing & Storytelling

### Turning a spoken story into something written

*"Help me turn this story into something written down — I've told it out loud for years but never written it. Keep my voice and my words as much as possible — just help me organize it and smooth out the rough transitions."*

Adjust: if a section starts sounding like a stranger wrote it, name the specific paragraph and ask for your own phrasing back.

### **Improving a draft without losing your voice**

*"Improve this draft, but keep my sentence structure and word choices wherever they still work — I don't want it to sound like someone else wrote it."*

Adjust: if the result feels too smoothed-over, ask for a version closer to the original with just the rough spots fixed.

### **Organizing scattered notes into a first draft**

*"I have scattered notes and half-written thoughts about [subject]. Help me organize them into a rough first draft — don't add new content, just structure what's already here."*

Adjust: don't clean the notes up first — the point is to let AI help you find the structure.

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## **Creative Projects & Brainstorming**

### **Getting past a blank page**

*"Give me some ideas for [project] based on [subject/material]. I usually work in [your style/palette/toner], and I want this to feel [mood], not [mood to avoid]."*

Adjust: the style and mood details are what separate ideas that feel like yours from generic suggestions.

### **When the first batch of ideas doesn't land**

*"None of these feel [personal/bold/quiet/right] enough — try again leaning more toward [what you actually want]."*

Adjust: brainstorming works best as a back-and-forth, not a single request.

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## **Capturing Your Knowledge & Experience**

### **Turning what you know into something written**

*"Help me turn what I know about [topic] into a short, practical guide — not a formal paper, just clear and useful. I'll talk through it out loud, in no particular order — organize it afterward, and keep my real examples where they're useful."*

Adjust: remove or change identifying details about other people before including specific stories.

### **Turning experience into a checklist or process**



*"Based on what I've told you about how I handle [task/situation], help me turn it into a simple step-by-step checklist someone else could follow."*

Adjust: works well right after the guide above — the raw material is the same, just organized differently.

### **Interviewing yourself to uncover what you know**

*"Ask me questions, one at a time, to help me uncover what I actually know about [topic] — the kind of things I'd never think to write down on my own."*

Adjust: answer out loud or type roughly; this is meant to surface material, not produce a polished result yet.

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## **Exploring a New Chapter**

### **Thinking through an idea before committing to it**

*"Help me think through whether [idea] is realistic, given my background in [field]. I'm exploring this, not committing to it yet. I'd want it to stay [small/part-time/low-commitment] — [any other constraints]."*

Adjust: if the ideas that come back feel too big, say so directly — ask for a genuinely small, low-commitment version.

### **Testing an idea with a low-risk first step**

*"Given this idea — [idea] — help me identify one small, low-risk first step I could take this week to learn more, without committing to anything bigger."*

Adjust: the goal is one concrete step, not a full plan.

### **Comparing two possible directions without committing**

*"Help me lay out the honest trade-offs between [direction A] and [direction B], given my situation: [your actual constraints]. I'm not ready to choose — I just want to see this clearly."*

Adjust: same principle as the Planning & Decisions prompt above — this is for thinking, not deciding.

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*The best prompt in this Vault is the one you adapt, refine, and save because it works for you. Use these as starting points, then build your own library in Worksheet 4 — My Saved Prompt Library.*

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You have your playbook.  
Now use it.

ASK → GUIDE → VERIFY → REFINE → APPLY → SAVE

