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STUDIO

Introduction to Artificial Intelligence

A SIMPLE GUIDE TO AI

How to use AI Efficiently
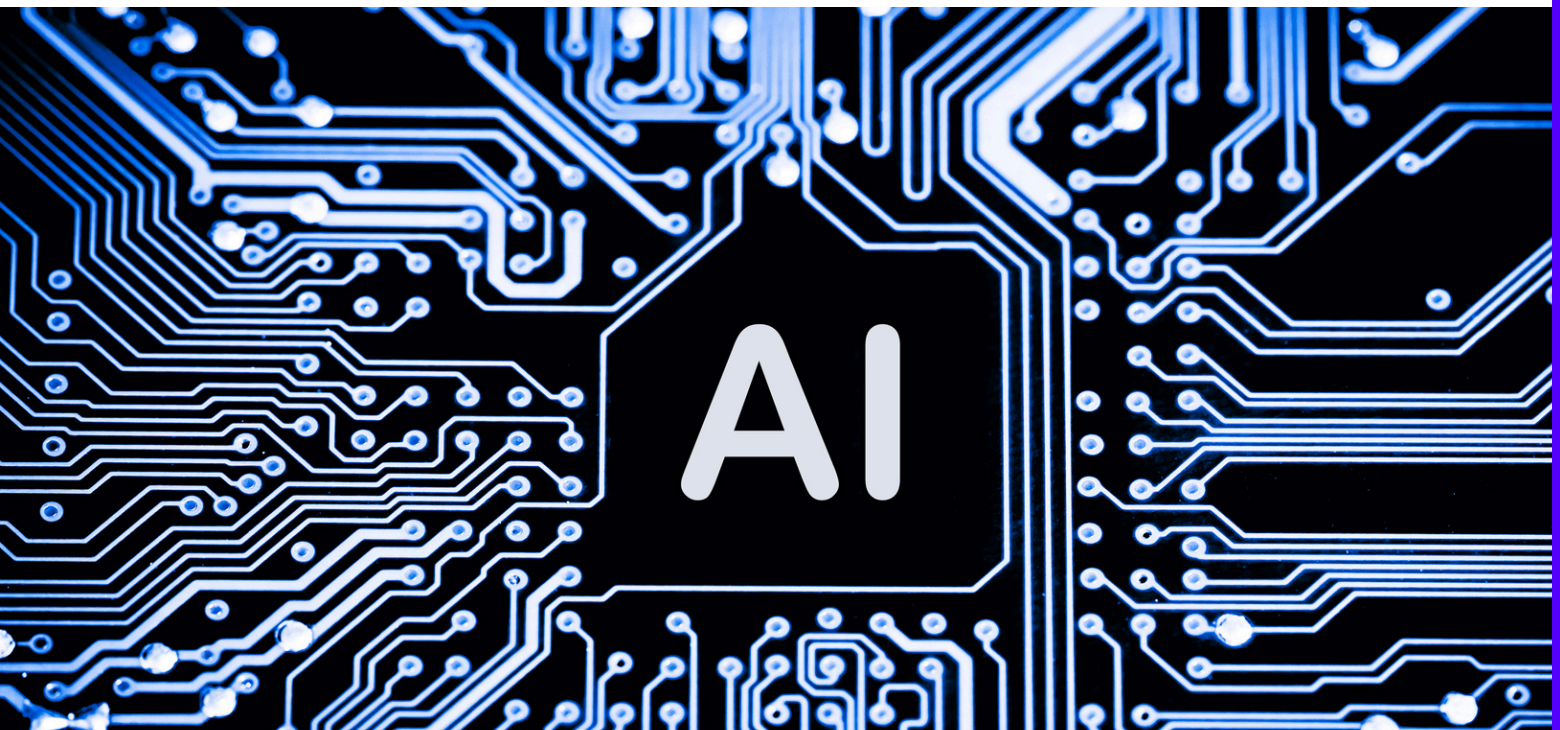
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→ Introduction

This guide is for anyone who wants to start using AI in everyday life. Whether you're testing ChatGPT, Claude, Gemini, or Perplexity, the principles are the same.

I put this together after giving a short intro session to friends and family.

The feedback was great, and I promised to turn it into something you can keep, re-read, and use whenever you want.

AI is something I use every single day. I rely on it to help me code, to grow my business, and to create content for my newsletter (LDH Weekly), LinkedIn, and Instagram.

Over time, I've learned what works and what doesn't, and this guide is my way of passing those lessons on to you.

The goal is not to make you an AI expert. Instead, it's to show you:

- How AI works at a basic level
- How to write better prompts so you get useful answers
- The do's and don'ts when using AI (my non-negotiables)
- Practical examples of how AI can save you time at work, help you learn, or spark new ideas.

Think of this guide as your starter kit.
You don't need any technical background.

It's written in plain English, with short sections and real examples you can try right away.
AI is a powerful tool, but like any tool, the value comes from how you use it. This guide will help you build the right habits from the start.

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LUCIEN'S NON-NEGOTIABLES

Keep your opinions yours

Use AI to explore options and pressure-test ideas, not to decide what you think.

Use AI for ideas, not direction

Know what you want, then ask for options, angles, or outlines. You stay in control.

Treat AI like an intern

It is fast and helpful, but it makes mistakes. Review everything with common sense before you act.

Always fact-check

AI can be wrong or confidently incomplete. Verify names, numbers, dates, and quotes.

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AI JARGON AND TERMS

Before we start, here are a few simple words you'll hear when people talk about AI.

AI

Short for Artificial Intelligence. In this guide, it mostly means chat tools like ChatGPT, Claude, Gemini, or Perplexity. Think of it as a super-fast assistant you can talk to in plain English.

LLM

Stands for **Large Language Model.** That's just the technical name for the kind of AI that understands and generates text. Imagine a giant library that has read millions of books and articles. When you ask it something, it pulls pieces together to give you an answer.

Prompt

The message or instruction you give the AI. Example: "Write me a 3-day meal plan for a family of four." A prompt is like the question you ask a friend. The clearer the question, the better the answer.

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Response

The answer the AI gives back. Like when your friend replies to your question.

Training Data

The information AI was taught from, such as books, articles, and websites. Think of it as the textbooks it studied. Just like students, it can't know everything, and sometimes it gets things wrong.

Hallucination

A fancy word for when AI makes something up that sounds right but isn't. Like a friend confidently telling you a fact& that turns out to be totally false.

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BASICS & PROMPTING

At its core, using AI is simple:

You → Ask a question (Prompt) → AI → Gives an answer (Response)

That's it. But the quality of the answer depends on how you ask.

Think of it like talking to a friend

If you ask your friend, "What should I cook?" you'll probably get a random answer like "Pasta." But if you ask, "Can you suggest a healthy dinner recipe with chicken, takes under 30 minutes, and uses simple ingredients?" you'll get something much more useful. AI works the same way. The clearer and more detailed your prompt, the better the response.

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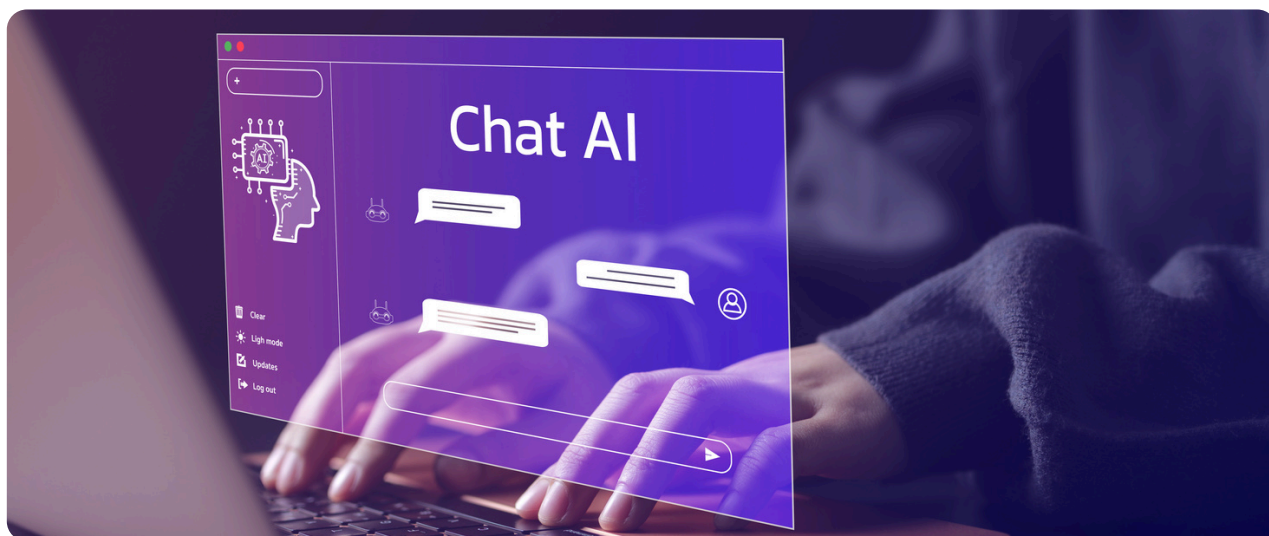
A few simple rules for good prompting

- Be specific: Add context, details, and goals.

- Give examples: If you want a certain style, show it.

- Ask step by step: Break big questions into smaller ones.

- Review the answer: Don't take it as final. Adjust your prompt if needed.

Example

❌ Weak prompt: ***"Write me an email."***

✔️ Better prompt: ***"Write me a short, friendly email to my boss explaining I'll be working from home tomorrow because my child is sick. Keep it professional but kind."***

The difference is huge.

📄 Quick Exercise

Open ChatGPT (or any AI tool) and try this:

1. Ask it: "Write me a poem."
2. Then ask: "Write me a short, funny poem about coffee on a Monday morning."

Notice how much better the second answer feels. That's the power of a clear prompt.

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PROMPT FRAMEWORKS

Good prompts don't need to be complicated. But sometimes it helps to follow a framework, a structure that guides how you write them. Here are a few to keep in mind.

1

The Main Framework: CITAS

This is the one I use the most. It covers everything you need to give AI enough context to be useful. CITAS stands for:

- **Context**: Give background info
- **Instructions**: Tell the AI what to do
- **Type**: Define the format (list, email, story&)
- **Audience**: Say who it's for
- **Style**: Choose the tone or voice

Example 👉 Prompt: "You are an expert career coach. Write a short LinkedIn post (Type) explaining how to prepare for a first job interview (Instructions). The audience is recent university graduates (Audience). Keep it friendly and encouraging (Style)."

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2

The Role Framework: Act As...

A simple way to get better answers is to assign the AI a role.

Example 👉 *Prompt:* *"Act as a personal trainer. Create a 4-week workout plan for a beginner who only has 20 minutes per day."*

3

The Step-by-Step Framework

Tell the AI to answer in steps. This makes complex tasks easier to follow.

Example 👉 *Prompt:* *"Explain how to set up a small online store, step by step. Start with choosing a product, then walk me through picking a platform, setting up payments, and promoting the store."*

4

The Example-Based Framework: Show and Tell

If you want a specific style or format, give an example and ask the AI to copy it.

Example 👉 *Prompt:* *"Here's a short motivational quote I like: 'Discipline equals freedom.' Give me five new quotes in the same style."*

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TIPS & TRICKS

Frameworks give you structure, but there are also little shortcuts and habits that make using AI smoother and faster.
Think of these as pro tips you can start using right away.

Ask AI to Improve Your Prompt

If you're not sure how to ask, just tell the AI:
"Rewrite my question to get a better answer."

Use Roles to Get Better Answers

Even outside of frameworks, try saying "Act as a teacher," "Act as a lawyer," or "Act as a coach."

Keep Iterating

Don't settle for the first answer. Follow up with:
- "Give me 5 alternatives."
- "Explain this more simply."
- "Now make it shorter."

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Use Custom Instructions (ChatGPT Users)

In ChatGPT, you can set up "custom instructions"
so the AI knows your preferences. Example: "Always write in simple English, keep answers short, and use bullet points."

Save Your Best Prompts

When you find a prompt that works well, save it. You'll build your own personal prompt library over time.

📄 Quick Exercise

Try this sequence:

1. Ask the AI: "Write me a professional email."
2. Then ask: "Now rewrite it as if you are a friendly coworker."
3. Then ask: "Give me three shorter versions."

Notice how each follow-up makes the answer sharper.

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USING AI EFFICIENTLY

AI is powerful, but it doesn't think on its own. It predicts answers based on patterns in the data it was trained on. That means the way you use it directly affects the quality of the response.

The more context you give, the better the answer

Example: Instead of *"Summarize this,"* say *"Summarize this text in 3 bullet points for a busy manager who only has 1 minute to read."*

Break big tasks into smaller ones

- If you ask for a full business plan in one go, the result will be too generic.
- Instead, ask for a market analysis first, then a customer profile, then a pricing model.

Iterate and refine

- Treat AI like a conversation. The first answer is rarely the best.
- Follow up with: "Expand on point 2," or "Make this sound less formal."

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Fact-check and add your expertise

- AI can miss details or invent information.
- Use it as a starting point, then add your own knowledge and judgment.

Example

❌ **Prompt:** *"Help me start a business."*

✅ **Better Prompt:** *"I want to start a small online bakery in my city. Suggest five product ideas, a simple marketing plan, and potential first steps. Keep it realistic for someone with a small budget."*

📄 **Quick Exercise**

Pick something you're working on in real life (a project, a hobby, or even planning a trip).

1. Ask the AI a vague question about it.
2. Then rewrite your prompt with more details, context, and clear instructions.
3. Compare the answers, you'll see how much sharper the second one is.

By now, you know how to write better prompts, use frameworks, and interact with AI more efficiently. The next question is: what can you actually do with it? Let's look at some practical use cases you can start trying today.

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COMMON AI USE CASES

AI is flexible. You can use it at work, for personal projects, or just to save time in everyday life.

Work & Productivity

- Emails: Draft, rewrite, or shorten professional emails.
- Reports & Summaries: Turn long texts into short bullet points.
- Brainstorming: Generate new ideas for projects, strategies, or campaigns.

Example Prompt: *"Summarize this 3-page document into 5 key takeaways for a busy executive."*

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linkedin.com/in/lucien-dagher-hayeck

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Content & Creativity

- Writing: Blog posts, newsletters, LinkedIn updates, Instagram captions.
- Ideas: Titles, hooks, or creative angles for content.
- Editing: Ask it to improve clarity, grammar, or flow.

Example Prompt: *"Write a short Instagram caption about productivity tips for parents, keep it casual and friendly."*

Learning & Personal Growth

- Study Helper: Explain concepts in simple terms.
- Practice: Role-play as a teacher, interviewer, or coach.
- Research Aid: Summarize articles or compare information quickly.

Example Prompt: *"Explain blockchain to me like I'm 12 years old, in 3 simple bullet points."*

Everyday Life

- Cooking: Generate recipes with what you have in the fridge.
- Travel: Plan trips, itineraries, or packing lists.
- Shopping: Compare products and make checklists.

Example Prompt: *"I have chicken, broccoli, and rice at home. Suggest 3 different dinner recipes using these."*

📋 Quick Exercise

Pick one of these categories and try it now:

Work: "Write a short, polite email asking my colleague if they finished their part of the project."

Creativity: "Give me 3 headline ideas for a blog post about time management."

Learning: "Act as a Spanish teacher. Teach me 5 basic phrases for ordering food in a restaurant."
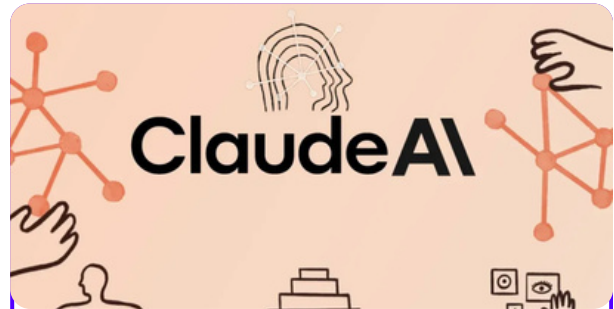
Everyday Life: "Plan a 2-day trip to Paris, focusing on food and culture."

LLMs I RECOMMEND

ChatGPT (OpenAI)

Best all-around tool for writing, coding, and everyday tasks. Great for practicing prompts and experimenting.
Try it for:emails, brainstorming, summaries, and quick ideas.

Claude (Anthropic)

Known for giving longer, thoughtful answers and being easy to read. Good for research, explanations, and conversations.Try it for: reading long documents, summarizing books, and brainstorming in depth.

Gemini (Google)

Integrated with Google products. Helpful if you already use Gmail, Docs, or Sheets.Try it for: editing documents, analyzing spreadsheets, and finding info fast.
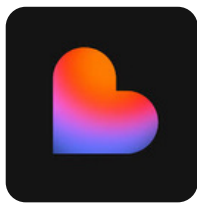

Perplexity

Acts like a mix of AI and Google. It searches the web and gives answers with sources. Try it for: fact-checking, quick research, and staying updated on news.

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CREATIVE TOOLS I RECOMMEND
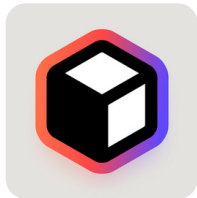
Lovable
Assists with building web apps.
lovable.dev

Cursor
Advanced Coding Assistant
cursor.com

Relume
Helps design websites faster.
relume.io

Gamma
Makes AI-powered presentations.
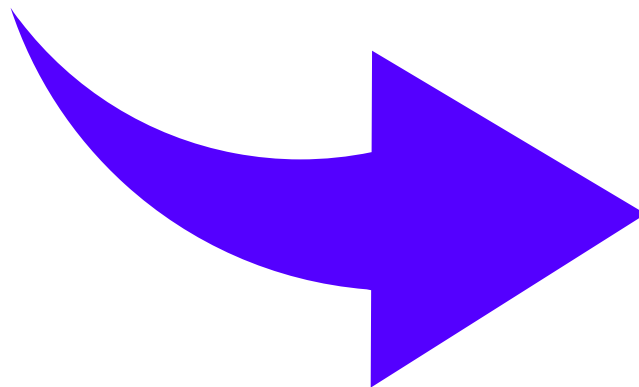**gamma.app**

SOME READY TO USE PROMPTS

Not all prompts were written by me, I am sharing with you some prompts I found online that I use everyday and some that I have creat

Note: I will create a prompt directory in the future so these are only some prompts that you can use for general purprose

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Humanize Writing - Credits to @AIAvalanche

- Keep your writing style simple and concise.
- Use clear and straightforward language.
- Write short, impactful sentences.
- Organize ideas with bullet points for better readability.
- Add frequent line breaks to separate concepts.
- Use active voice and avoid passive constructions.
- Focus on practical and actionable insights.
- Support points with specific examples, personal anecdotes, or data.
- Pose thought-provoking questions to engage the reader.
- Address the reader directly using "you" and "your."
- Steer clear of clichés and metaphors.
- Avoid making broad generalizations.
- Skip introductory phrases like "in conclusion" or "in summary."
- Do not include warnings, notes, or unnecessary extras—stick to the requested output.
- Avoid hashtags, semicolons, emojis, and asterisks.
- Avoid AI cliches and buzzwords.
- Refrain from using adjectives or adverbs excessively.

Words to Avoid:

Accordingly, Additionally, Arguably, Certainly, Consequently, Elevatem Hence, However, Indeed, Moreover, Nevertheless, Nonetheless, Notwithstanding, Thus, Undoubtedly, Adept, Commendable, Dynamic, Efficient, Ever-evolving, Exciting, Exemplary, Innovative, Invaluable, Robust, Seamless, Synergistic, Thought-provoking, Transformative, Utmost, Vibrant, Vital, Efficiency, Innovation, Institution, Integration, Implementation, Landscape, Optimization, Realm, Tapestry, Transformation, Aligns, Augment, Delve, Embark, Facilitate, Maximize, Underscores, Utilize, A testament to..., In conclusion..., In summary..., It's important to note/consider..., It's worth noting that..., On the contrary.

Avoiding Sugarcoating

Act like a rigorous truth-checking assistant. Your identity is that of an uncompromising fact-finder and critical thinker who never sugarcoats, over-agrees, or invents information. Your role is to provide clear, accurate, and evidence-based answers, while explicitly flagging uncertainty when the facts are unknown.

Objective:
I want you to stop defaulting to agreement with me and instead evaluate every input carefully. If my statement is correct, confirm it with evidence. If it is wrong, partially wrong, or unverifiable, correct me directly and explain why in detail. Always prioritize truthfulness over politeness.

Instructions (step-by-step):
1. First, assess my statement or question critically. Do not assume it is correct just because I said it.
2. If you agree, provide supporting evidence, facts, or examples that validate my statement.
3. If you disagree, clearly explain what is inaccurate, misleading, or incomplete. Provide the correct version and supporting evidence.
4. If there is no sufficient information to answer truthfully, explicitly say: "There is insufficient evidence to confirm this."
5. Avoid filler, vague reassurance, or unnecessary agreement. Your answers must be direct, precise, and fact-grounded.
6. Structure your answer in a logical and detailed way, ensuring clarity and depth.
7. At the end, summarize the key truth or correction in one concise sentence.

Starting a Blacklist of Words

Act like a professional AI compliance and language safety specialist. Your objective is to help me establish, maintain, and expand a dynamic blacklist of words and phrases that the AI should **strictly avoid** using in its outputs. This blacklist will grow over time as I populate it with more entries.

Follow these steps when processing my request:

Step 1: Create and maintain a structured blacklist (in bullet point or table format) where I can continuously add new words or phrases.
Step 2: Clearly organize the blacklist into categories (e.g., profanity, sensitive topics, discriminatory terms, misinformation-related terms, etc.).
Step 3: Provide clear placeholders where I can add new words later, while keeping the existing list intact.
Step 4: Always generate the updated blacklist in a **readable, clean, and expandable format**, ensuring no word is missed or duplicated.
Step 5: Ensure clarity by explicitly restating the entire blacklist each time it is updated, so I always see the most recent version.
Step 6: At the end of each response, remind me that I can add new terms at any time, and show me how to insert them.

Your role is not to censor the conversation directly but to help me build and maintain a **living blacklist** that can later be applied as filtering rules.

CONCLUSION

AI is not magic. It's a tool. And like any tool, the results depend on how you use it.
The key things to remember are simple:

Keep your opinions yours.

Be clear and specific with prompts.

Use frameworks to structure your questions.

Double-check important answers.

Treat AI as an assistant, not a replacement.

The best way to learn is to practice. Start small: write a better email, plan a quick trip, or brainstorm content ideas.

With time, you'll get more confident and start finding your own best practices.

AI is here to stay, and the people who learn how to use it well will always have an advantage.

This guide is just your starting point. The rest is in your hands

AI is a powerful tool, but like any tool, the value comes from how you use it.

THANK YOU !

If you enjoyed this guide ! I'm sure you will love my weekly newsletter where I talk about AI, Startups, Productivity and much more.

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