AI Chatbot Readiness Checklist

Before You Begin

- ☐ I understand that AI chat assistants are like having a conversation by typing messages
- ☐ I know these tools are designed to be simple and use everyday language
- ☐ I remember that there are no "silly questions" when using AI assistants
- ☐ I've decided to start small and build my confidence gradually

Safety and Privacy First

- ☐ I will avoid sharing sensitive personal information (Social Security numbers, bank details, passwords)
- ☐ I understand that I should treat AI chats like public conversations
- ☐ I will use reputable AI services recommended by trusted sources
- ☐ I know I can stop using the service anytime if I feel uncomfortable

My First AI Chat Session

- ☐ I've chosen a simple, non-personal question to start with
- ☐ I've typed my question in plain English, just like talking to a friend
- ☐ I've read the response carefully and asked follow-up questions if needed
- ☐ I've practiced asking the same question in different ways to see various responses

Helpful Questions to Try (Check off as you explore)

- ☐ "What's the weather forecast for my city this week?"
- ☐ "Can you explain what [news topic] means in simple terms?"
- ☐ "Help me write a thank-you note for [specific situation]"
- ☐ "What are some easy recipes using chicken and rice?"
- ☐ "How do I remove [type of stain] from clothing?"
- ☐ "What's the difference between [two things I'm curious about]?"

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Building Confidence

- ☐ **I**'ve successfully had at least 3 conversations with an AI assistant
- ☐ I've asked for help with a real task (writing, planning, or learning)
- ☐ I've practiced asking follow-up questions to get more detailed help
- ☐ I've learned something new that I can apply to my daily life

Exploring Practical Uses

- ☐ I've asked for help organizing something (meal planning, to-do list, etc.)
- ☐ I've used AI to help explain something I received in the mail or email
- ☐ I've asked for step-by-step instructions for a task
- ☐ I've requested help with writing (email, letter, or message)

Next Steps and Continued Learning

- ☐ I've identified 2-3 specific ways AI assistants could help my daily routine
- ☐ I've shared my positive experience with a friend or family member

- ☐ I'm curious to learn more advanced techniques and safety tips
- ☐ I'm interested in exploring specialized uses for my hobbies or interests

Questions to Ask Myself

- ☐ What task took me a long time recently that AI might have helped with?
- ☐ What topics am I curious about that I could explore through AI chat?
- ☐ How could AI assistants help me stay organized or communicate better?
- ☐ What would I like to learn more about regarding AI safety and best practices?

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Reflection and Progress

- ☐ I feel more confident about using AI chat assistants than when I started
- ☐ I can explain to someone else what AI chat assistants are and how they work
- ☐ I've found at least one practical way AI assistants can improve my daily life
- ☐ I'm ready to explore more advanced AI features and techniques

Ready for More?

- ☐ I want to learn specific safety guidelines for using AI assistants
- ☐ I'm interested in discovering creative ways to use AI for my hobbies
- ☐ I'd like step-by-step guides for specific AI platforms
- ☐ I want to join a community of seniors learning about helpful technology

Try These Popular AI Chat Assistants

- ☐ I've visited ChatGPT at chat.openai.com and created a free account
- ☐ I've tried Google's Gemini at gemini.google.com
- ☐ I've bookmarked my preferred AI assistant for easy access
- ☐ I've had my first successful conversation using one of these platforms

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