



A PRACTICAL SMIDGIE GUIDE

THE GROWN WOMAN'S AI COMPANION KIT

Worksheets, privacy checks, and practical prompts
from AI for Women Who Weren't Born Yesterday

Useful AI. Plain English. Your judgment stays in charge.

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Start here

No tech-speak. No pressure. One useful step at a time.

This kit is designed to sit beside you while you try AI in real life. Print the pages, type into the Word version, or simply copy the prompts into the AI tool you already use.

1. Start with something real

Choose one task you already need to do. A useful problem beats a pretend exercise.

2. Give context in pieces

You do not need a perfect prompt. Add details as the conversation develops.

3. Keep your judgment

Treat every answer as a draft. Check facts, edit the tone, and make the final call.

4. Save what works

When a prompt helps, keep it. Your best prompt library should sound like you.

TRY THIS FIRST

"Explain this to me like I'm smart but know absolutely nothing about the subject. Ask me one question at a time."

MY QUICK SETUP

The AI tool I am using

The task I want help with

What a useful answer would look like

A small reminder

The goal is not to become an AI expert. The goal is to make one part of your day easier, clearer, or more interesting.

Meet your AI assistant

Tell the tool how you like to work before you ask it to work.

You are allowed to be specific. A few clear preferences make the answers feel less generic and save you from repeating yourself.

HOW I LIKE ANSWERS

- | | |
|---|---|
| ☐ Short and direct | ☐ Step by step |
| ☐ Bullets, not long paragraphs | ☐ Two or three options |
| ☐ Examples included | ☐ One question at a time |

THE TONE THAT WORKS FOR ME

- | | |
|---|---------------------------------------|
| ☐ Warm | ☐ Professional |
| ☐ Plainspoken | ☐ Encouraging |
| ☐ Witty but not cute | ☐ Other: _____ |

WHAT I WANT IT TO AVOID

MY DEFAULT SETUP PROMPT

"You are helping me think, organize, and draft. Use plain language. Ask questions one at a time. Give me two or three practical options, explain tradeoffs briefly, and never pretend to know something you cannot verify."

Name it if that helps

Some readers call their AI assistant Kat, Dot, or simply "the robot." A nickname can make the process feel less formal. It does not make the tool a person, and you are still in charge.

The Grown Woman Prompt Formula

Four pieces are enough. You can add them one at a time.

1. WHAT I AM TRYING TO DO

The actual task or decision.

2. WHAT YOU NEED TO KNOW

The context, audience, limits, or history.

3. WHAT I WANT FROM YOU

Ideas, a draft, a comparison, questions, or a plan.

4. WHAT A USEFUL ANSWER LOOKS LIKE

Length, tone, format, and level of detail.

PUT THE FOUR PIECES TOGETHER

"I need to [task]. Here is the context: [what matters]. Please [what you want from the AI]. Make the answer [format, tone, and length]."

BUILD MY PROMPT

MY TASK

THE CONTEXT THAT MATTERS

WHAT I WANT FROM THE AI

WHAT A USEFUL ANSWER LOOKS LIKE

Interview me first

You do not have to know the answer before you start.

When you are not sure what you think yet, ask the AI to interview you. The questions can help you find the real problem before anyone rushes toward a solution.

START WITH THIS

"I have a messy idea and I am not ready for solutions. Interview me first. Ask one question at a time, reflect back what you hear, and stop after five questions so I can decide what to do next."

What I know so far 	What feels uncertain
What decision is underneath this 	What I do not want

FIVE-QUESTION TRACKER

1	Question / what I realized:
2	Question / what I realized:
3	Question / what I realized:
4	Question / what I realized:
5	Question / what I realized:

Your exit line
"Thank you. Summarize what you heard in plain language, then give me three possible next steps. Do not choose for me."

The five-second privacy check

If the detail is not needed, leave it out.

GREEN	PAUSE	DO NOT SHARE
General questions Public information Anonymous examples Non-sensitive brainstorming	Names or identifying details Workplace drafts Photos or documents Personal stories about others	Passwords or login codes Financial account details Medical records Confidential work or client data

BEFORE I PRESS SEND

- ☐ Would I be comfortable seeing this information posted publicly?
- ☐ Can I remove the name, company, location, or identifying detail?
- ☐ Does my employer allow this information to be used in an AI tool?
- ☐ Am I sharing someone else's story without their permission?
- ☐ If this information leaked, would I deeply regret including it?

ANONYMIZE FIRST

"Rewrite this situation using placeholders and removing identifying details. Do not add facts. Flag anything that may still reveal the person or organization."

Plain-English rule

Use the least sensitive information needed to get useful help. When the stakes are high, do not paste the material into a public AI tool.

Before you believe the robot

Fluent is not the same as factual.

AI can sound confident while being wrong, outdated, or incomplete. The more a decision affects your health, money, safety, rights, or work, the more carefully you should verify it.

- ☐ Ask for sources
- ☐ Check the publication date
- ☐ Compare more than one source
- ☐ Open the sources
- ☐ Prefer primary sources
- ☐ Ask a qualified professional when needed

VERIFICATION PROMPT

“Separate what you know from what you are inferring. Give me current primary sources for each important claim, include the date, and tell me what remains uncertain.”

MATCH THE CHECKING TO THE STAKES

LOW STAKES Ideas for dinner, a party theme, a first draft, or a packing list. A quick common-sense review may be enough.	HIGH STAKES Medical, legal, financial, employment, safety, or time-sensitive decisions. Verify with authoritative sources and a qualified human.
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CLAIM CHECK

Claim	Source	Date	Confirmed?
			☐
			☐
			☐

Everyday-life prompts

Use the bracketed words to make each prompt yours.

MAKE A PLAN Help me plan [event/task] for [number] people. My budget is [amount], my time limit is [time], and I want it to feel [tone]. Give me a simple checklist.	COMPARE OPTIONS Compare [option A] and [option B] for someone who cares most about [three priorities]. Show the tradeoffs in a small table and tell me what information is missing.
TRAVEL SMARTER Build a realistic [number]-day plan for [place]. I prefer [pace/interests], want to spend about [budget], and need to avoid [constraint]. Leave breathing room.	USE WHAT I HAVE Suggest three meals using [ingredients]. I have [time] and [equipment]. Keep the directions simple and note any substitutions.
MAKE A DECISION Help me think through [decision]. Ask me five questions one at a time, then summarize my priorities and give me three reasonable paths.	EXPLAIN THE FINE PRINT Explain this in plain language. Separate facts, obligations, deadlines, costs, and questions I should ask before agreeing. Do not give legal advice.

MAKE ONE PROMPT MINE

Tiny upgrade

If the first answer is too generic, add: "Before you revise, ask me the three questions that would make this answer more useful."

Work prompts

Useful support without handing over your judgment—or confidential information.

CLEAR EMAIL Rewrite this email so it is warm, concise, and direct. Keep every factual detail. Give me a subject line and flag any sentence that could be misread.	MEETING PREP Help me prepare for a meeting about [topic]. My goal is [goal]. Give me five questions, three risks, and a 30-second opening.
SHOW MY IMPACT Turn these notes into accomplishment statements. Use strong verbs, keep the numbers I provide, and do not invent metrics.	LEARN SOMETHING NEW Teach me [topic] in four short lessons. Assume I am intelligent and new to the subject. End each lesson with one practical exercise.
THINK THROUGH A CHANGE Help me evaluate [career or work change]. Ask about my priorities, finances, energy, timing, and risk tolerance before suggesting next steps.	PRACTICE A CONVERSATION Role-play a respectful conversation about [topic]. First help me plan what to say, then play the other person and pause after each response.

Work privacy pause

Remove names, client details, internal numbers, unreleased plans, and anything covered by policy or confidentiality. When in doubt, use a fictional example or an employer-approved tool.

ONE TASK AI COULD MAKE EASIER THIS WEEK

Creative prompts

Use AI to get moving—not to erase the part you enjoy.

FIND THE FIRST VERSION

I want to make [thing], but I am overthinking it. Help me define the smallest first version I could finish in [time].

SEE THREE DIRECTIONS

Give me three distinct creative directions for [project]. For each, describe the mood, materials, colors, and one possible challenge.

TROUBLESHOOT

I tried [what I did] and got [result]. Ask me diagnostic questions one at a time before suggesting a fix.

BUILD FROM CONSTRAINTS

Help me design [project] using only [materials/budget/time]. Prioritize practicality and give me an order of operations.

MY PROJECT CANVAS

The idea

What matters most

My limits

The next tiny test

Keep the good part for yourself

Ask AI to organize, compare, explain, or offer possibilities. Keep the taste, judgment, voice, and decisions that make the work yours.

Your seven-day AI confidence plan

Ten minutes a day. One ordinary task. No performance required.

[] DAY 1 — EXPLAIN	Ask AI to explain one confusing term in plain language. Then ask for an example.
[] DAY 2 — PLAN	Use it to turn a small task into a checklist with the first step clearly marked.
[] DAY 3 — WRITE	Draft or revise one low-stakes email. Edit it until it sounds like you.
[] DAY 4 — COMPARE	Compare two options using the priorities that matter to you.
[] DAY 5 — VERIFY	Ask a factual question, request sources, and open at least one primary source.
[] DAY 6 — CREATE	Try one recipe, project, travel, or brainstorming prompt from this kit.
[] DAY 7 — KEEP	Save the prompt that helped most and write down why it worked.

WHAT I NOTICED

What surprised me

What saved me time

What I want to repeat

Missed a day?

Nothing broke. Pick up with the next small task. Confidence grows from repetition, not perfection.

My favorite prompts

Keep the words that work. Change them as your needs change.

TASK	PROMPT THAT WORKED	WHAT I CHANGED	RESULT

YOUR PERMISSION SLIP

Start with a bad prompt You can improve it after you see what is missing.	Tell it no Reject the tone, format, or direction without apologizing.
Ask it to interview you Questions are useful when your thinking is unfinished.	Keep your private life private Use placeholders and share only what is needed.
Be the editor The AI can draft. You decide what is true, useful, and yours.	Stop when it stops helping The tool is optional. Your judgment is not.

Let's figure this out together.

More practical, plain-English AI help: smidgeforall.com