

✓ **Worksheet 38**

My First AI Agent Plan

1. What task do I want my AI assistant to help me with?

2. How often do I do this task?

☐ **Daily** ☐ **Weekly** ☐ **Monthly**

3. What result do I want?

4. What information should my AI assistant remember?

5. What should I always check before accepting its work?

☐ **Accuracy**

☐ **Personal information**

☐ **Dates**

☐ **Costs**

☐ **Final wording**

My goal for this week:

Prompt Library

Personal Assistant

"You are my Personal Retirement Assistant. Help me organize my day and suggest practical ways to save time."

Travel Planner

"Act as my travel agent. Plan a five-day holiday within my budget and prepare a daily itinerary."

Shopping Assistant

"Create a shopping list based on healthy meals for one week and estimate the total cost."

Email Assistant

"Summarize this email in five bullet points and draft a polite reply."

Health Organizer

"Help me prepare a list of questions to ask my doctor at my next appointment."

Financial Assistant

"Help me organize my monthly household budget and suggest practical ways to reduce unnecessary spending."

Learning Coach

"Create a four-week learning plan to help me understand AI agents using beginner-friendly language."