YOUR QUICK TOUR

Small book.
Big starting point.

Read in about 15 minutes. Try one useful task today.

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How to use this book
Read → try → check → improve. Maya and her gift shop are fictional; the examples and numbers are for learning.

01 / UNDERSTAND IT

Meet your new helper

AI can help with the first draft. You still make the final call.



Meet Maya.

She runs a gift shop. Her to-do list has a to-do list.

She starts using AI to draft customer replies, brainstorm posts and organise rough notes.

AI, in simple English

AI software uses patterns learned from data to produce useful outputs. Generative AI creates things such as text and images from your instructions.

☺ **MAYA'S FIRST RULE**

"I will delegate the draft, then check the details."

02 / FIND EVERYDAY VALUE

Three wins to try first

Look for work you already do again and again.

01

Write faster

Draft product descriptions, emails or social captions from facts you supply. You add your voice and check every claim.

02

Make information clearer

Turn your own meeting notes into an action list. Confirm each owner and deadline before sharing it.

03

Explore more options

Ask for five gift-bundle ideas for a fixed budget. Check actual costs, stock and customer interest yourself.

★ TRY THIS

Finish this sentence: “Every week, I spend too long on _____.”