



**AI Made  
Simple**  
*for Seniors*

Effective October 18, 2026

FIRST EDITION · JULY 2026

# Everyday Prompt Cards

Forty-eight prompts for everyday life. Copy one, fill in the blanks, and let artificial intelligence (AI) help with the task.

Keep this by your computer. Whenever you think “I wonder if AI could help with this,” flip to the right page, copy a prompt, fill in the [brackets] with your own details, and go. That’s the whole trick.

*Staying curious keeps us young. · Gay Carroll-Haring, J.D., retired lawyer*



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Letter-size paper (8.5 × 11 inches). Free to print and share. Education, not legal, medical, or financial advice.



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*The one skill worth learning · read this first*

# How to make almost any prompt better

Every prompt in this booklet follows the same simple recipe. Once you see it, you'll be able to write your own for anything. A good prompt has three parts:

## 1 Give a little context.

Tell the AI who you are and what you're working with. "I'm planning a small dinner for eight..." A sentence of background makes all the difference.

## 2 Say plainly what you want.

"...suggest a simple menu and a shopping list." Be specific about the actual thing you need back.

## 3 Name the format and tone.

"...keep it short, and assume I'm a decent but not fancy cook." Tell it how long, how formal, how detailed.

### Fill in the brackets

Wherever you see [like this], replace it with your own details. That's the only editing most prompts need.

### You can always follow up

The first answer is a starting point. Just say "shorter," "simpler," or "now make it warmer."

### Ask it to explain

Don't understand the reply? Say "explain that like I've never heard of it." There are no foolish questions here.

### Keep private things private

Don't paste account numbers, passwords, or your full identity. The AI rarely needs them to help.



People think there's some secret to this. There isn't. You already know how to ask a knowledgeable friend for help — that's all a prompt is. These cards just give you a running start.

— Gay



*Category 1 of 8*

# Everyday life & home

The daily small stuff — meals, lists, chores, and the little problems that eat an afternoon.

## Plan meals from what I have

I have **[chicken, rice, spinach, and a few eggs]** and I'd like **[three simple dinners]** this week. Suggest meals I can make mostly from these, list anything small I'd need to buy, and keep it simple.

## Make a proper to-do list

Here are the things rattling around in my head: **[paste your brain dump]**. Organize these into a clear to-do list, grouped by what's urgent, what can wait, and what someone else could do.

## Understand a confusing label or manual

I'll describe **[the setting on my thermostat]**. Explain in plain words what it does and how to use it, step by step, as if I've never seen it before.

## Solve a small household problem

My **[kitchen drain is slow]**. Before I call someone, what are the simple, safe things I can try myself? List them easiest to hardest, and tell me when to call a professional.

## Convert or scale a recipe

This recipe serves **[4]** and I need it for **[10]**. Rewrite the ingredient amounts, and flag anything that doesn't simply multiply (like baking times or spices).

## Declutter with a plan

I want to tackle **[the hall closet]** but I feel overwhelmed. Give me a simple 30-minute plan to start, with a few easy questions to help me decide what to keep, donate, or toss.

Replace anything in [brackets] with your own details, then copy the prompt into your AI tool.



*Category 2 of 8*

# Health & appointments

Organizing your thoughts before and after medical visits. To organize — never to diagnose. Always bring real concerns to a real provider.

## Prepare for an appointment

Help me get ready for a doctor's visit. I'll paste my notes. Organize them into symptoms, timing, medicines, and questions to ask. Keep it short and plain. Do not diagnose me — only help me organize.

## Understand what the doctor said

My doctor told me **[paste what you remember]**. Put this in plain, everyday language so I understand it. List any questions I should ask at my next visit. Don't give me new medical advice.

## Make sense of a medicine's instructions

Explain these medication instructions in simple terms: **[paste the label wording]**. Tell me what the words mean, but remind me to confirm anything important with my pharmacist or doctor.

## Prepare questions before a decision

I'm weighing **[a procedure my doctor suggested]**. Give me a list of thoughtful, plain-language questions to ask so I understand my options. Don't tell me what to choose.

## Track symptoms over time

Help me set up a simple way to note **[how my knee feels]** each day — what to write down so it's actually useful to show my doctor later. Keep it to a few quick things.

## Understand a health letter

I got a letter from **[my insurance / Medicare]** and I'm not sure what it's telling me. I'll paste it. Explain it plainly and tell me what, if anything, I need to do next.

Replace anything in [brackets] with your own details, then copy the prompt into your AI tool.



## Category 3 of 8

# Family & relationships

The notes, messages, and gentle conversations that keep a family close — and the tricky ones that need the right words.

### Write a warm, personal note

Help me write **[a birthday message]** for **[my granddaughter, who just started college]**. Warm and personal, in my own plain voice — not flowery. A few sentences. Here's what I want to say: **[your idea]**.

### Find the right words for a hard message

I need to **[gently tell my son I can't babysit every weekend]**. Help me say it kindly but clearly, firm without hurting feelings. Give me two versions, softer and more direct.

### Settle a friendly family debate

My family disagrees about **[what year a movie came out]**. Give me the straight answer with a quick explanation. If it's genuinely uncertain, say so.

### Plan a gathering

Help me plan **[a small family dinner for 8]**. Suggest a simple menu, a rough timeline for the day, and a short shopping list. Assume I'm a decent but not fancy cook.

### Remember and share a story

I want to write down **[the story of how I met my late husband]** for my grandchildren. Ask me a few questions to draw out the details, then shape my answers into a warm little story in my own words.

### Write a toast or a few words

I've been asked to say a few words at **[my brother's 80th birthday]**. Help me write a short, heartfelt toast — a touch of humor, nothing long. Here's what he means to me: **[your notes]**.

Replace anything in [brackets] with your own details, then copy the prompt into your AI tool.



## Category 4 of 8

# Money & documents

Making sense of paperwork, bills, and the fine print — so you understand before you sign, call, or pay. Not financial advice; for understanding.

### Understand a confusing bill

I'll paste **[a phone bill / a medical bill]** I don't understand. Explain each charge in plain words, flag anything unusual or worth questioning, and suggest what to ask if I call them.

### Decode dense fine print

Here's some fine print from **[a contract / a warranty]: [paste it]**. Explain what it actually means for me in plain language, and point out anything I should pay close attention to before agreeing.

### Draft a firm, polite complaint

Help me write a clear, polite but firm message to **[a company]** about **[a charge I didn't authorize]**. State the problem, what I want done, and a reasonable deadline. Keep it businesslike.

### Compare two options plainly

Help me compare **[two phone plans]: [paste the details of each]**. Lay out the real differences in a simple side-by-side, and note the trade-offs. Don't tell me which to pick — just make it clear.

### Prepare questions for a professional

I'm meeting with **[a financial advisor / a lawyer]** about **[downsizing my home]**. Give me a list of smart, plain questions to ask so I'm prepared and not caught off guard.

### Understand a form before you sign

I'll describe **[a form I've been asked to sign]**. Explain in plain words what it appears to be asking and what signing it would mean. Remind me to get professional advice if it's important.

Replace anything in [brackets] with your own details, then copy the prompt into your AI tool.



*Category 5 of 8*

# Writing & communication

Getting the words right — emails, letters, and messages that say exactly what you mean, in your own voice.

## Polish something I wrote

Here's a **[message]** I drafted: **[paste it]**. Fix any spelling or grammar, make it clearer, but keep it sounding like me — don't make it fancy or formal. Show me the cleaned-up version.

## Start an email I'm dreading

I need to email **[my landlord about a repair]** but don't know how to start. Here's the situation: **[describe it]**. Draft a clear, polite email I can adjust. Keep it short.

## Say the same thing three ways

I want to tell **[a friend I need to cancel our plans]**. Give me three versions — warm, brief, and apologetic — so I can pick the tone that fits.

## Shorten something too long

This is too long: **[paste it]**. Cut it down to about half the length, keeping the important points and my meaning. Plain and clear.

## Understand a word or phrase

I keep seeing the word **[phrase]** and I'm not sure what it means. Explain it in plain English, give me a simple example, and tell me how I'd use it in a sentence.

## Reply to a tricky message

Someone sent me this: **[paste it]**, and I'm not sure how to respond. Help me write a reply that is **[calm and firm]**. Suggest what to say and what to leave out.

Replace anything in [brackets] with your own details, then copy the prompt into your AI tool.



## Category 6 of 8

# Travel & planning

From a day trip to a big adventure — itineraries, packing, and all the logistics, sorted before you go.

### Plan a trip day by day

I'm going to **[Ireland for 8 days]** and I like **[history, gentle walks, and good food, not a rushed pace]**. Suggest a relaxed day-by-day plan. Assume I'd rather see less and enjoy it more.

### Build a packing list

Help me make a packing list for **[a week in a cool, rainy climate in October]**. I'm **[taking one medium suitcase]** and want to pack light. Group it by clothes, toiletries, medicines, and documents.

### Compare ways to get there

I need to get from **[Sacramento to Portland]**. Lay out the realistic options — drive, fly, train — with rough time, cost, and trade-offs. Assume I value comfort over saving a little money.

### Prepare for the unexpected

For my trip to **[a foreign country]**, what should I sort out beforehand — documents, medicines, phone, money, and a few safety basics? Give me a simple checklist for the week before I leave.

### Plan a simple day out

Help me plan a pleasant day trip to **[the coast]** for **[two people who don't like to rush]**. Suggest a loose schedule, a good stop for lunch, and one thing not to miss.

### Understand travel fine print

I'll paste **[the cancellation policy / the baggage rules]** for my booking. Explain in plain words what it means for me, and flag anything I should be careful about.

Replace anything in [brackets] with your own details, then copy the prompt into your AI tool.



## Category 7 of 8

# Learning & curiosity

The pure pleasure of understanding something new. Staying curious keeps us young — so ask AI anything you've wondered about.

### Explain it like I'm smart but new

Explain **[how the stock market actually works]** to me. I'm intelligent but new to this — use plain language and a simple example, skip the jargon, and build it up step by step.

### Explore a topic you love

I'm fascinated by **[the history of jazz]**. Give me a friendly overview, then suggest a few directions I could explore depending on what grabs me. Talk to me like a curious equal.

### Understand today's news

I keep hearing about **[a topic in the news]** and I'm missing the background. Explain what it is, why it matters, and the main points of view — fairly and plainly, without telling me what to think.

### Learn a new skill step by step

I want to learn **[how to grow tomatoes in pots]**. Give me a beginner's plan, the few things I actually need, and the most common mistakes to avoid. Assume I'm starting from scratch.

### Settle a curiosity

I've always wondered **[why the sky is blue]**. Explain it simply and clearly, the way you'd explain it to a bright grandchild who really wants to understand.

### Get book or film recommendations

I loved **[a book or film]** because **[what you liked about it]**. Recommend a few others I might enjoy for similar reasons, with a sentence on why each one fits.

Replace anything in [brackets] with your own details, then copy the prompt into your AI tool.



## Category 8 of 8

# Tech help & troubleshooting

Your patient, never-condescending help desk — for the settings, error messages, and gadgets that make no sense.

### Fix it step by step

My **[phone won't connect to the wifi]**. Walk me through fixing it one step at a time, in plain language. Wait for me to tell you what happened before the next step. Assume I'm careful but not techy.

### Decode an error message

I got this message on my **[computer]**: **[type exactly what it says]**. Tell me in plain words what it means, whether it's serious, and what I should do about it.

### Learn a feature you avoid

I've never understood how to **[organize photos on my phone]**. Teach me the basics, step by step, from the very beginning. Keep each step short so I can follow along.

### Decide if something's worth it

Should I **[update to the new phone software]** or leave it alone? Explain the pros and cons in plain terms for someone who just wants their phone to keep working. Help me decide, don't decide for me.

### Check before you click

I got **[an email saying my account has a problem]** and I'm not sure if it's real. I'll describe it. Tell me the warning signs and how to check safely — without clicking anything in the message.

### Set something up

Help me set up **[a new email account]** from scratch. Walk me through it one step at a time, tell me what each choice means, and warn me about anything I shouldn't skip.

Replace anything in [brackets] with your own details, then copy the prompt into your AI tool.



*Now it's yours*

## Write your own — you already know how

After flipping through these, you've seen the pattern: a little context, a clear request, and how you'd like the answer. That's every prompt you'll ever need. Here's a blank one to make your own.

**MY OWN PROMPT — ① CONTEXT ② WHAT I WANT ③ HOW I'D LIKE IT**

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### Want to go deeper?

The Learn AI pages walk through talking to AI, checking its work, and choosing a tool — all in plain English, at [DigitalConfidenceForSeniors.com](https://DigitalConfidenceForSeniors.com).



The goal was never for you to memorize my prompts. It was for you to stop feeling locked out — to sit down, ask for what you need in your own words, and get real help. You can do that now. That's the whole point.

— *Gay Carroll-Haring, J.D., retired lawyer*

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