



First Steps

*Your first conversation
with AI, without the stress.*

10 prompts to make ChatGPT, Gemini or Le Chat useful today:
ask well, understand the answer, use it in daily life
and stay safe.

Free for the SYSTINFO community



GOOD TO KNOW

A tool, not magic.

In 2026, an AI assistant is free and already in your pocket: ChatGPT, Gemini, Le Chat or Copilot open in a browser or an app, with no install and no code. It is simply a written conversation: you ask, the AI answers, you adjust. The only barrier is daring to begin.

- **AI can be wrong**

It answers with confidence, but sometimes makes things up. Check important facts (dates, figures, names) against a reliable source.

- **Your data stays yours**

Never paste a password, a card number or private information about others. Remove anything sensitive before you ask.

- **You are the one who decides**

The AI suggests, you choose. It is not a boss: if the answer is off, rephrase until it is right.

The good habit: start small, one question at a time, and rephrase if the answer does not



THE METHOD

Ten prompts, five steps.

No technical background is needed. These 10 prompts turn a first conversation into a useful habit: choose and start, ask well, read and verify, use it daily, stay in control. Just adapt the brackets.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 Choose and start

· 2 prompts

02 Ask well

· 2 prompts

03 Read and verify

· 2 prompts

04 Use it daily

· 2 prompts

05 Stay in control

· 2 prompts



The Right Assistant

PROMPT TO COPY

Role: you are a patient guide for a complete AI beginner.

Context: I have never used an AI assistant, I have a [phone or computer] and I want [a specific use].

Task: tell me simply which free assistant to try and how to open it.

Format: three free options, how to reach each in one line, and which to pick for my use.

What you get

A clear starting point. You know which assistant to open and where to begin, without getting lost.



Your First Request

PROMPT TO COPY

Role: you are an assistant who puts a beginner at ease.

Context: this is my very first time, I want simple help with [today's task].

Task: show me how to talk to you, with an example request I can copy.

Format: one example request ready to paste, and two tips to phrase it well.

What you get

The first step taken. You see what a good request looks like and you dare to begin.



The Clear Request

PROMPT TO COPY

Role: you are a coach who helps phrase precise requests.

Context: I want [desired result], for [whom or why], in [language, tone and length].

Task: rewrite my request so the answer is exactly what I need.

Format: my improved request, and the simple rule to remember next time.

What you get

Answers that hit the mark. The more you specify, the less time you waste starting over.



The Useful Follow-up

PROMPT TO COPY

Role: you are an assistant who refines an answer until it fits.

Context: you answered [what you said], but I actually wanted [what is missing or wrong].

Task: fix your answer taking my remark into account.

Format: the new version, shorter, simpler or better suited to my request.

What you get

The power to correct. An imperfect first answer is never the end: you guide the AI to the right result.



The Answer Understood

PROMPT TO COPY

Role: you are a teacher who explains simply.

Context: you gave me [answer or text], but some parts are too complicated.

Task: explain it again as if I were twelve, with no jargon.

Format: a plain-language explanation, and a concrete everyday example.

What you get

Nothing left unclear. You truly understand the answer instead of enduring it, and you can use it.



The Fact-check Habit

PROMPT TO COPY

Role: you are an honest checker who flags uncertainty.

Context: you gave me information about [topic] that I want to use for [what].

Task: tell me what is certain, what is less so, and what I should verify myself.

Format: a clear list (certain, to verify), and where to confirm each doubtful point.

What you get

Careful use. You keep the good parts without being tripped up by a mistake stated with confidence.



PROMPT 07 · USE IT DAILY

Today's Helper

PROMPT TO COPY

Role: you are a concrete, effective everyday assistant.

Context: today I have to [real task: a note to school, a summary, a list].

Task: help me do it step by step, right now.

Format: the ready-to-use result, and the steps to follow in three points.

What you get

Immediate help. AI stops being abstract: it handles a real task from your day.



The Smart Shortcut

PROMPT TO COPY

Role: you are an adviser who shows a beginner the most useful uses.

Context: in my [personal or work] life, I often do [repetitive tasks].

Task: suggest three simple ways AI can help me each week.

Format: three concrete uses, each with an example request to reuse.

What you get

Time-saving habits. You quickly spot where AI truly lightens your load.



Data Kept Safe

PROMPT TO COPY

Role: you are a cautious privacy adviser.

Context: I want help with [topic], but there is personal information [which].

Task: tell me what I must not share and how to ask my question safely.

Format: the list of what to remove, and my question rewritten anonymously.

What you get

Peace of mind. You enjoy AI without exposing what should stay private.



The Habit Set

PROMPT TO COPY

Role: you are a coach who builds a new habit gently.

Context: I am new to AI and I want to progress without getting discouraged.

Task: suggest a small plan to build the habit of using it.

Format: one action a day for a week, from the simplest to the most useful.

What you get

Lasting progress. In a week of small steps, AI becomes a natural reflex, not a chore.



THANK YOU · GOOD START



One sentence, a big thank you.

These cards are offered to you, ad-free. Our only reward is your appreciation.

Give us 30 seconds

Take a moment to thank us on one of our networks. A public word, however short, encourages us to keep supporting you, tip after tip.

Scan to join us and thank us



WhatsApp



Mattermost



LinkedIn



Facebook