

Intro to AI with Jenn Burkdoll

Creator & Founder of Practically Magic GPT

Saturday, Nov 29 | 10:30 a.m.-12:00 p.m.



You will leave with:

- Comfort trying GPT on your own.
- Three safe starter prompts that work today.
- A simple way to check AI answers.

Safety & Privacy - 5 simple rules

- No passwords or sensitive personal details.
- Share only what you are comfortable pasting. Keep private files local.
- Ask for sources or steps, then spot-check.
- Use clear, neutral language; avoid leading questions.
- If unsure, pause and ask for a safer way to proceed.

Prompting ABC (keep it simple)

- Aim - what you want (format, length, audience).
- Background - bullet points the AI should consider.
- Checks - how you will verify (ask for sources, steps, or a checklist).

Prompt guardrails (use these habits)

- Treat GPT like a coworker: do not share anything you would not tell a coworker.
- Teach your tone: you can paste short email threads or a few sample messages so it learns your voice.
- Prevent make-believe: start chats with a safety line. Example below.

Safety line (you can copy/paste/reuse):

No hallucinations. No assumptions. Ask questions if you do not know, or say, "I do not know."
Use only credible and unbiased sources and provide citations.

Three starter prompts (copy/paste and adjust)

- Friendly email: "Draft a 5-sentence email to [name] in a warm, plain tone. I want to say [points]. Keep it concise and positive."
- Checklist: "Make a short checklist for [task] with 5 steps. Keep it beginner-friendly and actionable."
- Tutor: "Explain [topic] like I am new to it. Give one example and a 3-item practice list."

When to double-check

- Health, legal, finance, or safety topics.
- Numbers, dates, names, or strong claims.
- When the result feels too certain or too perfect, ask: "What should I verify here?"



Your 10-minute practice plan (this week)

- Pick one small task (email, checklist, or explanation).
- Use the ABC structure and one starter prompt.
- Verify one fact and edit the final text in your voice.

Resources

Contact: JennBurkdoll@gmail.com

Website: www.PracticallyMagic.ai

- [Practically Magic](#) – Free friendly, plain-English assistant for real-life tasks like gift finding, simple planning, and quick writing help. You tell it the person, occasion, budget, or goal; it returns short, ranked ideas with why they fit, easy alternates, and links. It also drafts messages (thank-yous, invites, follow-ups) in a warm, human tone.
<https://chatgpt.com/g/g-68fbbd011a688191897d8697c30447cd-practically-magic>
- [Perplexity](#) — Free “answer engine” with citations on nearly every response; paid tiers add more features. Great for research-style queries and up-to-date info; recently launched the free Comet AI browser. https://www.perplexity.ai/?utm_source=chatgpt.com
- [Microsoft Copilot](#) (web & apps) — Free access on the web and via mobile/desktop apps; deeper features come with Microsoft 365, but basic chat is available to everyone. Good for drafting emails and quick research, with Bing integration.
https://copilot.microsoft.com/?utm_source=chatgpt.com
- [Google Gemini](#) (web & app) — Free tier for everyday chats; paid “AI Pro” adds higher-end models and integrations. Simple UI and ties into Google services.
https://gemini.google.com/?utm_source=chatgpt.com
- [Claude](#) (Anthropic) — Offers a Free plan on [claude.com](https://www.claude.com), plus Pro/Max subscriptions. Friendly, helpful tone; good at summarizing and rewriting.
https://www.claude.com/pricing?utm_source=chatgpt.com
- [HuggingChat](#) (Hugging Face) — Free, open-source model playground you can use without payment. Lets users pick from multiple open models.
https://huggingface.co/chat/?utm_source=chatgpt.com

Always remember to use safety lines and guardrails!

