AI MADE EZ · FREE TOOLKIT

Your AI toolkit

Copy it, fill it in, send it. Everything here is free on the site too.

1 The 6 boxes **2** 8 habits **3** Which tool for which job **4** 6 project kits **5** 5 follow-up lines

1 · The 6 boxes

<goal> What you want, in one line.
<who_its_for> Who reads it, and what they care about.
<context> What Claude can't know: facts, limits, anything to read.
<example> One sample of what good looks like.
<format> Length and shape.
<rules> What to avoid.

Keep the <labels>. Type over the [brackets]. Skip a box you don't need.

ORDER #001 copy · paste · send

```
<goal>[what you want, in one line]
</goal>
<who_its_for>[who reads it, and what
they care about]</who_its_for>
<context>[what Claude can't know:
facts, limits, anything to read]
</context>
<example>[one sample of what good
looks like]</example>
<format>[length and shape]</format>
<rules>[what to avoid]</rules>
```

2 · 8 habits that work in any AI

01 Give a full order.
Say what you want, who it's for, and the limits. Vague order, vague dinner.

02 Show one example.
Paste something you wrote and say "make it like this."

03 Taste before you serve.
Check names, dates, prices and addresses. AI can sound sure and be wrong.

04 Keep private things out.
No passwords, card numbers or medical records in a chat.

05 Give it a station.
Put your files and rules in a project once, so you stop repeating yourself.

06 Keep the pantry door on "always ask."
When AI is connected to your email or calendar, make it ask before it acts.

07 Save what works as a recipe card.
A skill is a saved order AI pulls out when it fits. Lesson 8 shows you how.

08 Content isn't orders.
An email or web page can hide "ignore your rules." Read it as information, not instructions.

3 · Which tool for which job

Start with the first one. Free plans checked 25 Nov 2026; they change, so check before you pay. No affiliate links.

Job	Start here	Step up
Make pictures	Canva AI	Adobe Firefly
Make a short video	Google Flow	Kling
Design an app or site screen	Google Stitch	Figma Make
Build a website	Wix	Framer
Build a small app	Lovable	Cursor and Claude Code
Understand documents	Gemini Notebook (NotebookLM)	Perplexity
Meeting notes	Fathom	Granola
Slides by tomorrow	Gamma	-
Voice or music	ElevenLabs	Suno
Automate a task	Zapier	n8n

4 · 6 project kits

01 Sounds like me

A saved voice profile, so AI writes closer to how you talk, plus 3 reply templates. · about 20–30 min · Free

Tools: Claude (Free) · ChatGPT (Free) · Gemini (Free)

1. **Paste your messages.** Copy this into a new chat. Swap in your own messages.
2. **Save it.** Copy the profile into the place your app keeps instructions (see the tool list above).
3. **Make 3 reply templates.** In a new chat with your profile saved, list the 3 messages you answer most and what you usually say back.

Blind test: plain ask 2.3 vs this kit 4.8 out of 5.

Start with this prompt

```
ORDER #001                                                copy · paste · send
<goal>Write a voice profile of how I write, so you can write like me later.
</goal>
<context>My real messages:
[paste 3 to 5 messages you wrote]</context>
<format>Under 150 words. Sections: Tone, Words I use, Length, How I start, How
I end, Never.</format>
<rules>Only describe what you can see in my messages. Quote my real phrases.
Don't make me sound fancier than I am.</rules>
```

02 Your first website

A one-page website with a real link you can text to a friend. · about 45–60 min · Free

Tools: Bolt (bolt.new) (Free) · Google AI Studio (Free) · Lovable (Free)

1. **Fill in the site sheet.** Copy it, fill every [bracket], keep it open.
2. **Paste it into Bolt.** Go to bolt.new, sign up free, and paste the whole sheet into the chat box. (Any tool from the list works.)
3. **Fix the words.** Read it as a stranger. Then paste:
4. **Check it on a phone.** Paste:
5. **Add your photos and publish.** Attach a photo in the chat and say "Put this in photo box 1." Repeat. Then click Publish.

Blind test: plain ask 1.5 vs this kit 5.0 out of 5.

Start with this prompt

ORDER #002 copy · paste · send

<goal>Build a one-page website for [business]. Visitors should [one action: order / book / call].</goal>
<who_its_for>[who visits, and what they want to know fast]</who_its_for>
<context>Sections, in this order: 1) [one-line headline] 2) [what I offer, with prices] 3) [about me, 2 sentences] 4) [hours and address] 5) [contact button]. My real words: [paste]. Photos: leave clearly marked photo boxes, I'll add mine.</context>
<example>The feel I want: [for example: warm, lots of space, big photos, like a neighborhood shop]</example>
<format>One page. Designed for a phone first. One big button for [the action]. Easy-to-read text.</format>
<rules>Use only the facts I gave. No made-up reviews, prices or awards. No stock photos of people. Ask me before adding pages.</rules>

03 Your first app

A small working tool, like a price calculator, that saves what you enter and has a link. · about 45–60 min · Free

Tools: Google AI Studio (Free) · Bolt (bolt.new) (Free) · Lovable (Free)

1. **Fill in the app sheet.** Small wins. Logins and payments are a later kit.
2. **Build the screen.** Paste the sheet as your first message.
3. **Test the saving.** Add 3 items, then refresh the page.
4. **Try to break it.** Paste:
5. **Share it.** Click Share or Publish, then send the link to a friend.

Blind test: plain ask 1.8 vs this kit 5.0 out of 5.

Start with this prompt

ORDER #003 copy · paste · send

```
<goal>Build a small app that [does one job] for [who].</goal>
<context>On the screen: [the inputs, with choices]. It shows: [the result, with your real rules or prices]. It saves: [what to keep, for example a list of past quotes].</context>
<format>One screen, phone first. Big inputs. Show the result as soon as something changes.</format>
<rules>Use exactly my rules and prices. No logins, no payments. Saved items must still be there after I refresh the page. They can stay on this one device.</rules>
```

04 Automate one boring task

One small automation running on its own, with AI helping you plan and write it. · about 45–60 min · Free

Tools: Zapier Free (Free) · Zapier's 14-day trial (Free 14 days) · Claude Cowork (Paid)

1. **Let AI pick the task and plan it.** Paste this into Claude, ChatGPT or Gemini (free is fine).
2. **Build it with Copilot.** Sign in to Zapier, paste the Copilot request from step 1, and follow its steps to connect your apps.
3. **Test with one real example.** Send one real test (fill in your form once, or send yourself the email).
4. **Watch the first run.** Do the real thing once and wait. Free plans check every 15 minutes.

Blind test: plain ask 2.3 vs this kit 4.8 out of 5.

Start with this prompt

ORDER #004 copy · paste · send

<goal>Help me automate one boring task, starting small.</goal>
<context>My weekly tasks: [list]. My apps: [for example Gmail, Google Sheets, Google Forms]. I’m on Zapier Free: one trigger and one action, 100 tasks a month.</context>
<format>1) The best task to start with, and why. 2) “When this happens” → “do this”, in plain words. 3) The exact request to paste into Zapier Copilot. 4) How to test it.</format>
<rules>It may only read or write drafts (like a Gmail draft I check). Never send, pay or delete on its own. Skip anything my apps already do by themselves (Google Forms already saves answers to a sheet). If it needs more than 2 steps, give me the 2-step version.</rules>

05 A month of posts

12 posts in your voice and a simple calendar, ready to schedule. · about 30–45 min · Free

Tools: Claude, ChatGPT or Gemini (Free)

1. **Fill in the month sheet.** Paste into a new chat.
2. **Cut the weak ones.** Paste:
3. **Put them in a calendar.** Copy the table into a sheet or your scheduler.

Blind test: plain ask 1.5 vs this kit 4.3 out of 5.

Start with this prompt

ORDER #005 copy · paste · send

```
<goal>Write 12 posts for [platform] for [month]: 3 a week.</goal>
<who_its_for>[your followers, and why they follow you]</who_its_for>
<context>My voice profile: [paste]. This month: [dates, new things, prices,
events]. Two posts that did well: [paste].</context>
<format>A table: date, post, photo idea. Each post under [40] words.</format>
<rules>Use only my facts and dates. No hashtag walls. No words I'd never say.
</rules>
```

06 Voice memo to handbook

A clear checklist and how-to guide for a task you explain out loud, so someone else can do it. · about 20–30 min · Free

Tools: Your phone (Free) · Claude, ChatGPT or Gemini (Free)

1. **Record and get the words.** Record yourself explaining the task. Copy the transcript, messy is fine.
2. **Turn it into a handbook.** Paste into a new chat:
3. **Answer the questions.** Reply with answers to its questions, then ask for the final version to print.

Blind test: plain ask 4.0 vs this kit 4.3 out of 5.

Start with this prompt

ORDER #006 copy · paste · send

```
<goal>Turn my rambling explanation into a checklist and a short how-to guide a
new person can follow.</goal>
<who_its_for>[who will use it: a new hire, a helper, future me]</who_its_for>
<context>My transcript:
[paste]</context>
<format>1) A numbered checklist with times. 2) A short guide: why each step
matters. 3) Questions I didn't answer.</format>
<rules>Keep every number, time and warning I said. Don't add steps I didn't
say; put guesses under Questions.</rules>
```

5 · 5 lines that fix any answer

- Shorter.
- Ask me 3 questions first, then write it.
- Give me 3 versions to pick from.
- What did you assume? List it.
- Check every number against my text. Flag anything you can’t find.

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