Start with one small win

Choose a safe task and record what happens before trying to improve it.

This starter is for personal learning, community projects and everyday business tasks. Use a text assistant you are allowed to use. The exercises need no paid features, uploads or account integrations; access to an assistant depends on its own terms.

Choose a task you can judge

- Explain one unfamiliar term in plain language.
- Turn a short fictional note into a clear invitation.
- Organise five invented tasks into a checklist.

Use the supplied fictional reading-circle example or make up your own harmless material. Leave out real customer details, credentials and confidential work. A fictional example lets you practise without finding out how a provider handles private data.

> **Session 1 - keep a baseline**
>
> Choose one task. Before prompting, write three requirements, such as a word limit, the intended reader and the facts to preserve. Save your first prompt and answer. Check each requirement as met, not met or unclear. Record the result in learning-log.csv.

> **A small, checkable goal**
>
> I want a reading-circle invitation under 70 words. It must include the supplied date and time and must not invent a booking link.

Keep the first answer, even if it disappoints. It is your starting evidence, not a verdict on every assistant or your ability.