AI Fluency Cheatsheet

Popular AI Platforms

- **Google Gemini** - gemini.google.com (18+)
- **Claude AI** - claude.ai (18+)
- **ChatGPT** - chatgpt.com (13+)
- **Copilot** - www.copilot.com (13+)
- **NotebookLM** - notebooklm.google.com

Security Best Practices

Input Safety

- **Never** enter private information about yourself, family, friends, or workplace
- Avoid sharing sensitive data like passwords, financial info, or personal identifiers

Output Awareness

- **Hallucinations** = AI errors or mistakes
- Always verify important information from reliable sources
- AI can confidently provide incorrect information

Prompting Frameworks

Google Gemini: TCRÉE

- **Task** - What you want done
- **Context** - Background information
- **References** - Examples or guidelines
- **Evaluate** - Check the results
- **Iterate** - Refine and improve

Claude: The 4 D's

- **Delegation** - Assign clear roles
- **Description** - Detailed instructions
- **Discernment** - Critical evaluation
- **Diligence** - Thorough follow-through

ChatGPT Frameworks

RISE

- **Role** - Who the AI should be
- **Input** - What information to use
- **Steps** - Process to follow
- **Expectation** - Desired outcome

CLEAR

- **Concise** - Brief and focused
- **Logical** - Well-structured
- **Explicit** - Clear instructions
- **Adaptive** - Flexible approach
- **Reflective** - Self-aware

R-T-F

- **Role** - AI's persona
- **Task** - What to accomplish
- **Format** - Output structure

Essential Prompt Components

Formatting Options

- List/Bullet Points
- Tables
- Email/Letter format
- Paragraphs/Essays
- Headings (use # and ##)
- Scripts/Dialog
- Data/Code blocks

Tone Choices

- Professional/Formal
- Casual/Friendly
- Authoritative/Informative
- Empathetic/Supportive
- Humorous/Witty
- Urgent/Direct
- Technical/Precise
- Neutral/Objective

Persona Types

- Professional/Expert
- Fictional Character/Archetype
- Specific Audience/Age Group
- Historical Figure
- Industry Specialist
- Specific Tool/System

Problem-Solving Approaches

Chain of Thought (COT)

- Step-by-step process
- Shows reasoning
- Best for: Planning events, calculations, sequential tasks

Tree of Thought (TOT)

- Multiple reasoning paths
- Explores different strategies
- Best for: Marketing strategies, complex decisions, multi-option scenarios

Common Use Cases

Creative Tasks

- Naming products/pets
- Creating logos and images
- Writing emails and letters
- Developing marketing content

Productivity

- Document summaries
- Product fact sheets
- Email composition
- Project timelines
- Curriculum development

Data Analysis

- Exploring datasets
- Identifying data problems
- Generating insights
- Creating visualizations
- Calculating correlations and ROI

Language & Communication

- Translation between languages
- Proofreading and editing
- Format conversion
- Technical writing

NotebookLM Features

- Upload sources: documents, images, audio
- Generate interactive audio discussions
- Create presentation slides
- Generate mind maps
- Create quizzes from content

- Conduct research across multiple documents

Creating an Agent

Structure your prompt to create a specialized AI assistant:

```
I've uploaded [document description].
It contains [key information].

You are a [Role] who can [specific capabilities].
Answer questions about [topic area].
```

Example: Customer Service Agent, Teaching Assistant, Data Analyst

Tips for Better Results

1. **Be Specific** - Provide detailed context and clear expectations
2. **Use Examples** - Show what you want with samples
3. **Iterate** - Refine prompts based on results
4. **Combine Modes** - Upload images, documents, and text together
5. **Set Constraints** - Specify length, format, tone, and style
6. **Ask for Reasoning** - Request step-by-step explanations
7. **Verify Critical Info** - Double-check important facts and figures

Multimodal Prompting

Combine different input types for better results:

- Text + Images
- Text + Documents
- Text + Audio
- Multiple documents together

Upload files to provide context and reference material for more accurate responses.

Remember: AI is a tool to augment your capabilities, not replace critical thinking. Always review and verify outputs before using them in important contexts.