

# AI Confidence Checklist

## *A Calm, Senior-Friendly Guide to Using ChatGPT With Confidence*

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### *A Gentle Beginning*

When this checklist mentions **AI**, it is referring specifically to **ChatGPT** - the assistant most readers use.

ChatGPT is not here to replace you. It is here to **assist you**.

You do not need to move quickly. You do not need to understand everything. You are always in control.

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### *What This Checklist Is (And Is Not)*

#### **This checklist is:**

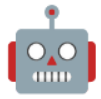
- A calm reference you can return to anytime
- A way to reduce fear and confusion
- A confidence-builder, not a test

#### **This checklist is not:**

- A course
- A technical manual
- Something you must finish

Checking even one box means progress.





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### **1. What ChatGPT Can Do**

ChatGPT can help you:

- Rewrite something in simpler language
- Explain confusing information step by step
- Help you draft emails, notes, or messages
- Clarify unfamiliar words or ideas
- Slow information down so it is easier to understand

If you check even one box, you are learning.

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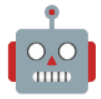
### **2. What ChatGPT Cannot Do**

ChatGPT cannot:

- Make decisions for you
- Spend your money
- Sign you up for anything
- Access your personal accounts
- Replace your judgment

Knowing these limits helps you stay in control.





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### **3. Safety First — Simple Rules**

When using ChatGPT, remember:

- You choose what to share
- You decide what to ignore
- You can stop at any time
- You never have to act immediately

Feeling calmer is a real outcome.

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### **4. Safe Prompts You Can Always Use**

If you are unsure what to ask, these prompts are safe and helpful:

*Explain this to me like I am brand new to technology.*

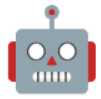
*Break this down into small, simple steps.*

*Rewrite this using plain English.*

- I tried one of these prompts
- I felt more comfortable after using it

Small wins are how confidence grows.





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### ***🚩 5. Red Flags to Watch For (Online or With AI Advice)***

Pause if you see:

- Guaranteed income claims
- Pressure to act fast
- Promises that sound too perfect
- Anyone telling you not to think or question

Walking away is a smart decision.

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### ***☀️ A Final Reassurance***

You are always allowed to:

- Pause
- Ask again later
- Ignore advice that does not feel right
- Take this one step at a time

There is no finish line here.

You are learning at a human pace.

