

30-Day AI Learning Planner

A beginner-friendly, flexible route through practical AI skills.

Aim for 15–30 minutes a day. Pause when life is busy; do not try to catch up all at once. Use made-up or non-sensitive examples, verify important information and keep your judgment involved.

30-day learning path

Day	Skill / topic	Objective	Suggested activity (15–30 min)	Done	Notes
Day 1	Choose a useful goal	Name one everyday task where a little AI support could save effort or improve clarity.	Spend 15 minutes writing your current process and what a useful result would look like. Choose a low-risk task.		
Day 2	What AI can and cannot do	Understand that generative AI creates likely responses, not guaranteed facts or judgment.	List two tasks where AI could help and one situation where you would verify carefully or not use it.		
Day 3	Safe, sensible use	Recognize private, confidential and identifying information before sharing anything with a tool.	Write one personal rule for what you will never paste into an AI service. Use a made-up example instead.		
Day 4	Start a clear conversation	Give the tool a task, context and intended audience instead of a vague one-line request.	Ask for help with a simple, non-sensitive task. Add who it is for and what a good answer should include.		
Day 5	Improve a prompt	Use constraints and an output format to make an answer more useful.	Rewrite yesterday's prompt with a length limit, tone and format. Compare the result with the first answer.		
Day 6	Use follow-up questions	Treat prompting as a conversation: clarify, narrow and correct the answer.	Ask the tool to make one specific change. Then explain what improved and what still needs your judgment.		

30-day learning path · Days 7–12

Day	Skill / topic	Objective	Suggested activity (15–30 min)	Done	Notes
Day 7	Save a reusable prompt	Create a short prompt you can reuse for a task you do regularly.	Save one prompt with placeholders such as [audience] or [topic]. Check that it works with a second example.		
Day 8	Ask for a plain-language explanation	Use AI as a patient explainer while staying in control of what you learn.	Ask about one unfamiliar term. Request a simple explanation, an example and one question to check your understanding.		
Day 9	Summarize responsibly	Use AI to reduce reading effort without losing important details.	Summarize a short, non-sensitive text. Compare the summary with the original and correct anything missing or distorted.		
Day 10	Draft a useful message	Use AI for a first draft while keeping your own meaning and voice.	Draft a routine email or meeting agenda. Remove private details and edit the result before using it.		
Day 11	Brainstorm with boundaries	Generate options, then use your own context to decide which ideas fit.	Ask for ten ideas with a clear audience and constraint. Pick one and write why it is the best fit for you.		
Day 12	Turn text into a checklist	Ask for structured output that is easier to act on than a long paragraph.	Give a simple process and ask for a checklist. Check every step and reorder it to match how the task really works.		

30-day learning path · Days 13–18

Day	Skill / topic	Objective	Suggested activity (15–30 min)	Done	Notes
Day 13	Break a research question apart	Separate a broad question into smaller questions you can investigate.	Ask AI to identify sub-questions and the kinds of sources needed. Treat its list as a research plan, not evidence.		
Day 14	Verify one claim	Check important claims against reliable, original or authoritative sources.	Pick one factual claim from an AI answer. Find a credible source independently and record whether it supports the claim.		
Day 15	Look for uncertainty and alternatives	Notice that confident wording is not proof and explore what could change an answer.	Ask what assumptions an answer depends on and what evidence could disprove it. Compare that with your own view.		
Day 16	Find better sources	Use AI to plan a search, then inspect the sources yourself.	Choose a current question. Search for an official or primary source and note its author, date and limitations.		
Day 17	Make a repeatable work checklist	Turn a repeated low-risk task into a practical sequence of steps.	Describe a routine task without confidential data. Ask for a checklist, then remove steps that do not fit your situation.		
Day 18	Improve a document	Use AI to clarify structure and readability while preserving accuracy and ownership.	Use a short public or fictional paragraph. Ask for clearer wording, then compare every change with the intended meaning.		

30-day learning path · Days 19–24

Day	Skill / topic	Objective	Suggested activity (15–30 min)	Done	Notes
Day 19	Understand a spreadsheet formula	Use AI to explain a formula or suggest one, then test it on known values.	Ask for a formula for a small fictional example. Test it with a hand-calculated case before trusting it.		
Day 20	Build a personal mini-workflow	Combine a prompt and a verification step for one repeated task.	Write a three-step workflow: input, AI assistance and your review. Save it where you can find it again.		
Day 21	Explore generative AI types	Distinguish text, image, audio and video generation and where each may help.	Write one practical use for two different AI modes. Note what a person still needs to check in each case.		
Day 22	Describe an image clearly	Use subject, setting, action, composition and mood to make a visual brief specific.	Write a five-part image brief. Keep it fictional or use assets you have permission to use.		
Day 23	Review and refine a visual brief	Improve a prompt by changing one element at a time and checking the result.	Take yesterday's brief and create two variations by changing one choice only. Note which is clearer and why.		
Day 24	Choose a content idea	Use AI to explore ideas without outsourcing your point of view.	Name an audience and a problem. Generate a few educational content ideas and select one you can verify.		

30-day learning path · Days 25–30

Day	Skill / topic	Objective	Suggested activity (15–30 min)	Done	Notes
Day 25	Outline a short piece	Move from a topic to a clear beginning, middle and takeaway.	Ask for a short outline. Check the factual parts and rewrite the takeaway in your own words.		
Day 26	Plan a simple AI video	Understand the basic steps from idea to scenes, visuals, voice and edit.	Storyboard three shots for a 20-second explainer. Label any claim that needs a source; no paid tool is required.		
Day 27	Compare image-to-video and text-to-video	Recognize that different video workflows start from different inputs and need review.	Write a one-sentence brief, then describe how you would make it from text and from a still image. Compare the trade-offs.		
Day 28	Check rights and representation	Consider permission, likeness, source assets, disclosure and factual accuracy.	Create a short pre-publish checklist for one visual project. Include rights and any uncertainty that needs a human check.		
Day 29	Set a realistic next step	Choose one skill to continue rather than trying to learn every AI tool at once.	Pick one task from this month. Schedule two short practice sessions and decide how you will know if the workflow helps.		
Day 30	Complete your small capstone	Bring together a prompt, an output and a verification or quality-check step.	Finish one small, low-risk workflow. Save the prompt, your edits and the check you used. Record what to improve next.		