AI FOR ALL

YOUR ROADMAP TO AI MASTERY

Learn by doing. Verify what matters. Improve every week.

01 Understand the basics

Learn how AI works, where it helps and where it fails.



02 Choose a clear goal

Pick one real task and define a successful result.



03 Practise better prompts

Give context, a task, constraints and an output format.



04 Learn with your files

Try documents, spreadsheets, images and audio.



05 Verify every output

Check facts, formulas, sources and assumptions.



06 Protect sensitive data

Use approved tools and share only authorised information.



07 Build reusable workflows

Save good prompts, templates and review checklists.



08 Automate with oversight

Connect repeat tasks and approve important actions.



09 Create a real project

Build a useful report, dashboard or learning assistant.



10 Measure and improve

Track accuracy, time saved and corrections needed.



DAILY PRACTICE: 10 min learn + 15 min apply + 5 min review

Keep a learning journal. Explore new capabilities. Stay human.