

Ask it something daft and see what happens

DO TODAY

Ask one free AI chatbot one question that has no right answer, and read what comes back.

Nothing of yours in it. Then close the tab.

THE STEPS, IN BRIEF

- 1 Open a free AI chatbot in a browser.
- 2 Type something with no right answer.
- 3 Read it.
- 4 Type "shorter" and press Enter.
- 5 Now ask it something small and local that you know the answer to.
- 6 Close the tab.

WHERE IT USUALLY GOES WRONG

It asks for an email address or a phone number before you can type anything.

Close it and try a different one, or stop.

The answer is boring.

Ask for it again, worse.

WHAT HAPPENED

ONE THING TO TRY NEXT

What AI at work actually means — 8 minutes.

howtobedigital.com/learn/ai/what-ai-at-work-actually-means/

What AI at work actually means

DO TODAY

Open the app you use most for work.

Spend five minutes looking for a button, panel or menu item with an AI name on it. Write down what you found, or write down that you found nothing. Both are useful and the second one is common.

THE STEPS, IN BRIEF

- 1 The first kind is a chatbot.
- 2 The second kind is an assistant built into software you already use.
- 3 The third kind is automation somebody set up.
- 4 Now apply the difference that matters.
- 5 Take the last piece of work you handed over to any of the three.

WHERE IT USUALLY GOES WRONG

You cannot tell whether the thing in your email is an assistant or automation.

Ask whether it waits for you.

Somebody tells you it is "all the same underneath".

Underneath, often yes.

WHAT HAPPENED

ONE THING TO TRY NEXT

Is it safe to put this in? — 14 minutes. howtobedigital.com/learn/ai/is-it-safe-to-put-this-in/