AI FIRST

Use AI effectively in both your personal and professional life.

AI FIRST. **Use AI effectively in both your personal and professional life.**

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Contents

INTRODUCTION 4

USING AI IS EASY 8

AI FIRST METHOD 21

OVERVIEW OF PROFESSIONS – AI FIRST 31

NATURAL EMPLOYEE REACTIONS TO AI FIRST 47

EXTERNAL AI CONSULTANT 59

AI FIRST IN RECRUITMENT OF NEW EMPLOYEES 70

CONCLUSION 83

INTRODUCTION

We live in a time when digital technologies, artificial intelligence, and other innovations are changing the world around us at an unprecedented rate. They are affecting the way we work, do business, communicate, learn, seek information, and make everyday decisions. Changes that once took decades can now happen in a matter of months, days, or hours.

To give you an idea of the speed of this development, it is enough to note that within approximately three to three and a half years of its mass availability, more than a billion people began to actively use artificial intelligence. This significant milestone was reached in the first half of 2026. Artificial intelligence has thus become one of the fastest-adopted technologies in human history.

AI is no longer just a tool for technology companies, programmers, or scientists. It is becoming a common part of the lives of individuals, employees, entrepreneurs, managers, students, and entire organizations. It helps with information processing, text creation, data analysis, customer communication, education, planning, marketing, product development, and a whole host of other activities.

However, the decisive factor will not only be whether a person or company uses artificial intelligence. What will be much more important is whether it can use it systematically, safely, effectively and in the right situations.

the AI FIRST strategy addresses .

The AI FIRST principle means that before starting a task, project, or decision, we first consider whether artificial intelligence can help us achieve a better result. This does not mean mindlessly entrusting AI with all activities or replacing human judgment. It means learning to recognize situations in which AI can save time, reduce costs, refine outputs, offer new possibilities, or increase our productivity.

In this book, we will explain what the AI FIRST strategy means, how to implement it correctly, and how to evaluate its real benefits. We will focus on its use in both work and personal life. We will show you which activities are suitable to support with AI, where human control is necessary, and how to prevent errors, inaccuracies, security risks, or over-reliance on technology.

Every individual and every company should regularly ask themselves a few basic questions:

- Can AI help us do this work faster or with better quality?
- Can it reduce our costs or reduce the amount of routine work?
- Can it offer us new information, perspectives, or solutions?
- Which parts of the task can AI take over and which must remain under human control?

- How do we verify the correctness, security, and real value of the created result?
- What skills do we need to learn to use AI effectively?

Companies and individuals who start using the AI FIRST strategy early and thoughtfully can gain a significant competitive advantage. They can respond faster to changes, come up with new ideas, provide better quality services, manage their processes more efficiently, and make better use of the time and skills of their employees.

On the other hand, organizations that ignore the development of artificial intelligence for a long time may start to lag behind. Their competitors can work faster, cheaper and more accurately. The problem may not be the technology itself, but mainly the late decision to start dealing with it systematically. The introduction of AI does not only mean purchasing a new program. It also requires a change in the way of thinking, adjusting work procedures, training employees and setting clear rules.

The AI FIRST strategy is not a one-time project. It is a long-term approach in which we regularly monitor new AI capabilities and assess their usability. What AI cannot do today may be a commonly available feature in a few months. Therefore, it will be increasingly important not only to use current tools, but also to continuously educate, experiment and prepare for further developments.

The goal of this book is not to convince readers that artificial intelligence will solve every problem. Its goal is to show how to think about AI, how to properly incorporate it into everyday activities, and how to combine its capabilities with human experience, responsibility, creativity, and judgment.

The future will not belong only to those who have access to the most modern technologies. It will belong primarily to those who learn to work with them correctly, critically evaluate them, and use them effectively.

AI FIRST is therefore not just a technology strategy. It is a new way of thinking about work, business, education and everyday life.

USING AI IS EASY

One of the biggest advantages of today's artificial intelligence is its ease of use and intuitiveness. Most AI applications are designed to be used not only by programmers or IT professionals, but by virtually anyone. You usually don't need to know programming languages or understand complex technological processes to use them in their basic form.

In many cases, you can simply type in what you need. You can interact with AI in a similar way to a human – ask a question, describe the task, attach a document or image, and indicate what result you expect.

Almost all of us have probably tried at least one simple task using AI. For example, it could be:

- editing or correcting text,
- translation into another language,
- creating an email,
- summary of a longer document,
- searching for ideas and inspiration,
- preparation of the presentation,
- creating a table,

- advertising text design,
- generating or editing an image,
- compiling a trip program,
- meal plan preparation,
- explaining a complex topic,
- creating study questions,
- analysis of information or documents.

These are just basic examples, however. The capabilities of individual AI applications are expanding very quickly. Features that were not available a few months ago may now be a common part of them.

EVERYONE CAN START

To use AI for the first time, you don't need to undergo several days of professional training. You can start with a simple task that you know well and can assess the correctness of the result.

For example, you can write:

"Edit this text so that it is more understandable and free of grammatical errors."

"Translate this email into English."

"Explain this topic to me simply, as if I knew nothing about it yet."

"Suggest five names for a new project."

"Create a presentation outline on the topic of artificial intelligence in companies."

"Compare the advantages and disadvantages of these two options."

After just a few simple tasks, you will find that communicating with AI is not complicated. The important thing is not to be afraid to experiment, try different formulations, and gradually refine your requirements.

THE QUALITY OF THE ASSIGNMENT INFLUENCES THE QUALITY OF THE RESULT

Using AI is simple, but quality results require quality input. The more precisely you describe what you need, the more likely you are to get a usable answer.

Instead of a general requirement:

"Write me a text about artificial intelligence."

it is more appropriate to enter:

"Write a clear article about the benefits of artificial intelligence for small businesses. The text is intended for entrepreneurs who are not yet using AI. Use practical examples and a length of approximately 500 words."

In a good assignment, it is appropriate to include in particular:

- what the AI should create or perform,
- Who is the result intended for?

- what style and scope it should have,
- which information must be included,
- what it should not contain,
- in what format should the result be prepared,
- whether the AI should use the attached documents.

However, you don't have to create a perfect assignment the first time. If you're not happy with the first answer, you can follow up and request an edit. For example, you could write:

"Shorten the text."

"Use simpler language."

"Add specific examples."

"Rework the text for the company's management."

"Create a clear table from the text."

"Suggest three more variations."

Therefore, working with AI often doesn't happen through a single command, but rather through a gradual conversation. You can add, refine, and edit the input until you achieve the desired result.

AI FEATURES ARE CONSTANTLY EXPANDING

Vážení čtenáři, právě jste dočetli ukázku z knihy ***AI FIRST Use AI effectively in both your personal and professional life..***
Pokud se Vám ukázka líbila, na našem webu si můžete zakoupit celou knihu.