

Mastering AI: *it's all in the prompts*



It's impossible to miss the buzz around Artificial Intelligence (AI). It's changing the way we work and live – but if you haven't yet started dabbling in it, it might seem a little intimidating.

The language sounds technical, the tools look unfamiliar, and the speed at which everything is evolving can make it seem as though you are already behind. It is completely reasonable to feel hesitant or avoid the platforms that use AI altogether.

However, if you are not using AI, you might be in the minority. The statistics show that roughly 66 per cent of people globally use AI regularly and that figure is growing all the time, so it might be worth overcoming your reticence.ⁱ

The truth is you do not need to have an in depth understanding of how AI works in order to use it well. At its core, AI responds to conversation. If you can explain a situation, describe a goal, or ask questions, you already have the skill that matters most.

Turn overwhelm into order

One of the most immediate ways AI can improve your life is by helping you organise your thinking when everything feels scattered. When your to do list feels endless and your priorities become a blur, it becomes difficult to get started.

For example, you might write:

"Here is everything on my mind this week. Turn this into a prioritised action plan for the next three days, highlighting what is urgent and what can wait."

Seeing your responsibilities organised clearly often creates immediate relief. What felt chaotic becomes sequenced. And when you know what to focus on first, it becomes easier to begin.

Accelerate the way you learn

Learning something new often feels slow, not because it is too difficult, but because it lacks structure. Without a clear starting point, it is easy to consume random information and still feel unsure about what truly matters.

AI can help you create that structure.

You might prompt:

"Create a simple 30-day roadmap to help me become competent in [skill]. Focus on fundamentals first and tell me what I can ignore at the beginning."

That final sentence is powerful. Knowing what not to focus on prevents distraction. Instead of wandering through endless content, you follow a deliberate path.

Make decisions with greater clarity

Decision making becomes stressful when emotion clouds judgment, especially when the outcome feels important. In those moments, laying out the situation clearly and asking for a structured breakdown of potential risks, trade-offs, and implications can create valuable distance.

You could say:

"I am deciding between Option A and Option B. Break down the pros, cons, risks, and likely long-term implications of each."

The goal is not to hand over responsibility, but to organise your thinking. Once trade-offs are laid out clearly, the right direction often feels less overwhelming.

Strengthen your thinking before you act

Another powerful way to use AI is to invite it to challenge your plans before the real world does. By asking where your strategy might fail or what assumptions you could

be overlooking, you move from hopeful thinking to resilient thinking.

Try a simple prompt such as:

"Critique this plan. Where could it fail? What assumptions am I making?"

This can reveal blind spots you may not have considered. Identifying weaknesses early allows you to refine your approach while the stakes are still manageable.

Build systems that reduce mental strain

Many people rely on motivation to carry them toward their goals, yet motivation is unpredictable. AI can help you design simple, repeatable systems that remove the need to constantly decide what to do next.

For example:

"Design a simple weekly system that ensures I consistently make progress toward [goal], with clear actions and checkpoints."

Instead of relying on how you feel each day, you follow a rhythm. Over time, small consistent actions compound into meaningful results.

The real shift

New tools often appear complex until we realise how simply they can be used.

When approached as a thinking partner rather than a technical system, AI becomes less about innovation and more about clarity. You do not need to be highly technical. You just need curiosity and a willingness to ask thoughtful questions – and be open to where the answers take you.

ⁱ <https://kpmg.com/xx/en/our-insights/ai-and-technology/trust-attitudes-and-use-of-ai.html>