

Everyday Help with AI

A plain English guide to getting started



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Published by ClearBatch Studio

Created through a human and AI collaboration.

A LOOK INSIDE

Try one everyday task

This free sample contains selected pages from Everyday Help with AI. You can see a basic control lesson, a repair-message example, a bill comparison, and an introduction to agents.

The complete illustrated e-book has 13 chapters, seven basic-control lessons, and 37 everyday examples and practice prompts. The direct edition contains both PDF and EPUB formats. No audio or AI subscription is included.

These are fictional teaching examples. Change the details to fit your own situation, and check the result before using it. Some advanced tools depend on your AI account and plan.

Excerpt pages keep their original book page numbers. To use ChatGPT or open a source link, connect to the internet.

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Created through a human and AI collaboration.

Independent guide; not an official OpenAI publication.

Send your first question

Ask for something you could actually use.

SEND ARROW



Orange marks the control. Layouts may differ on your phone.

1. Tap the question box and type the example below.
2. Tap the Send arrow. It becomes available after you enter your words.
3. Wait for the answer. Ask another question in the same box underneath it.

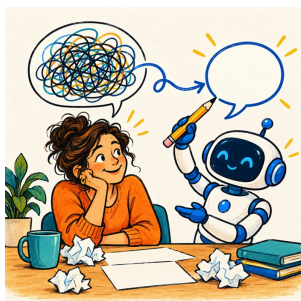
TRY THIS QUESTION

Help me write a short message asking a repair person when they could come take a look at my washing machine.

Your question and ChatGPT's answer appear in the conversation.

Open free ChatGPT

Get a repair person to call you back



Clear words

The washer is leaving clothes wet. You need someone to look at it, but you are putting off writing the message because you do not know which details matter.

YOU COULD ASK

Help me write a short text to an appliance repair person. My washer finishes the cycle but the clothes are still very wet. I'm available Thursday afternoon. Ask if they work on washers and what the service-call fee is.

AN EXAMPLE RESULT

Hi, do you repair washing machines? Mine finishes the cycle, but the clothes are still very wet. Would you have any availability Thursday afternoon, and what is your service-call fee? Thanks.

THEN KEEP THE CONVERSATION GOING

Make it a little more casual. I've used this person before.

Hi, I'm having trouble with my washer—it finishes the cycle, but the clothes are still really wet. Any chance you could take a look Thursday afternoon? Let me know what the service-call fee would be. Thanks!

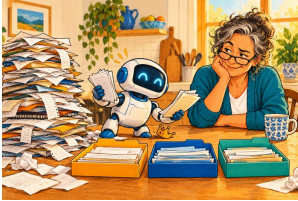
WHAT YOU HAVE NOW

A message you can copy into your usual texting app, after checking the day and adding the recipient yourself.

You described what happens without declaring that a particular part is broken. That gives the repair person something useful to start with.

Try your own version in ChatGPT

Understand why a bill went up



Keep the paperwork under control

Your internet bill changed from \$65 to \$92. You want to know what changed and what to ask on the phone, without pasting your name or account number into a chat.

YOU COULD ASK

Compare these internet bill charges and explain the increase. Old bill: service \$85, promotional credit minus \$20, no equipment charge; total \$65. New bill: service \$85, no promotional credit, equipment \$7; total \$92. Help me prepare questions for customer service.

AN EXAMPLE RESULT

The basic service rate stayed at \$85.

The old \$20 promotional credit is no longer shown.

A \$7 equipment charge has appeared.

Those two changes account for the \$27 increase, from \$65 to \$92. The bill alone does not explain why the equipment charge

was added.

THEN KEEP THE CONVERSATION GOING

Write me a short call script asking about both changes.

“My bill went from \$65 to \$92. I can see the \$20 credit ended, and there is a new \$7 equipment charge. Can you explain the equipment charge and tell me whether a lower-cost option would meet my needs? Please include all recurring charges and any conditions.”

Charge	Old bill	New bill
Service	\$85	\$85
Promotional credit	−\$20	\$0
Equipment	\$0	\$7
Total	\$65	\$92

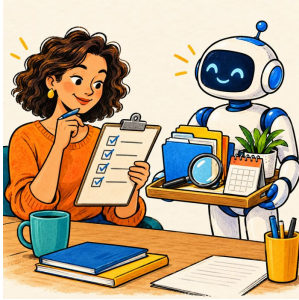
WHAT YOU HAVE NOW

A clear explanation of the change and a call script, rather than a promise that a discount exists.

Before accepting an offer, ask about the total recurring price and whether the rate changes later. The provider’s actual offer is what counts.

Try your own version in ChatGPT

What an agent is, in ordinary words



Let the helper prepare; you decide

Instead of asking only for an answer, you can give an AI a job to carry through. An agent is an AI system that can choose and take steps toward a goal using the tools it has. It can check a result, adjust its next step, and bring the work back for your review.

AN ANSWER

Explains, suggests, or drafts something in the conversation.

AN AGENT WORKFLOW

Uses available tools to work through several steps toward a result.

A SCHEDULED TASK

Starts eligible work at a set time or supported event.

A CONNECTION

Gives a supported tool access to a particular account or service.

The same AI can do both kinds of work

“Explain this invoice” asks for an answer. “Use these invoices to build a due-date list, flag duplicates, and save the checked spreadsheet” asks for a sequence of work. The difference is what the system can actually do with its tools. You may still be talking in the same chat window; an agent does not have to look like a separate robot app.

What it can take off your plate

Useful jobs include collecting approved information, extracting details, comparing sources, updating a file, drafting follow-up, and bringing exceptions to you. For example, it might gather relevant delivery messages, reconcile them with your order list, and prepare a short report of what needs attention. You spend less time opening every message and copying the same details.

What makes this more than a fancy checklist

A fixed automation follows a rule such as “send this reminder every Friday.” An agent can make intermediate choices, such as noticing that two invoices may be the same purchase and checking their dates and invoice numbers before totaling them. That flexibility can help with messy work, but it can also produce mistakes. Ask for the evidence behind important decisions.

It only has the tools and access it really has

Some agents work with uploaded files. Others can search the web, use supported apps, operate a browser, or edit code. Availability depends on the product, plan, device, connections and permissions. A skill or a saved instruction can guide the work; its name alone does not create access or make the job run in the background.

An agent is not automatically always on

One job can run now and end with a report. A recurring job needs an actual saved schedule or supported trigger. Check its confirmation, scope and next run. Closing your computer does not make an ordinary chat watch your accounts. Whether work can continue depends on where the task runs and which services it can reach.

Start with preparation you can inspect

For a first try, delegate a small job whose result you can check: organize ten receipts, compare three quotes, or turn selected messages into an action list. Then decide whether to repeat or widen it. You do not need to build a custom agent or buy the most expensive plan just to learn the method. In ChatGPT, choose Work in the mode switcher when it is available, describe the finished result, and attach a small practice batch. Check the tools it says it can use before connecting anything else.

The useful test is the finished result: which sources were read, what changed, where the output was saved, and what still needs you. An impressive description of a plan is not proof that the work happened.

Agents and Work: official guide

Scheduled work