

BONUS RESOURCE FOR AUDIOBOOK LISTENERS

AI Made Simple

Audiobook Companion Guide

Visual Guides • Checklists • Worksheets • Quick References

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You listened to the explanations. This guide gives you the diagrams, checklists, worksheets, and quick references to put what you learned into practice.

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How to Use This Guide

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REAL SKILLS
A BRIGHTER
TOMORROW

This companion guide is designed to help audiobook listeners turn the ideas from AI Made Simple into practical understanding. Use it as a visual reference, a quick refresher, and a working toolkit as you begin using AI more confidently.



1. What This Bonus Includes

- Visual explanations of the book's most important ideas
- Quick-reference frameworks you can use right away
- Checklists for verification, privacy, and safe AI use
- A worksheet for identifying where AI can help at work
- Practical exercises to build better AI judgment



2. How to Get the Most Value

- Read one page at a time while revisiting the matching audiobook section
- Keep the verification and privacy pages handy while using AI tools
- Use the worksheet pages to apply the ideas to your own work
- Revisit the key diagrams whenever AI terminology becomes confusing



3. The Big Goal

You do not need to become an AI expert.
You need to become AI literate.

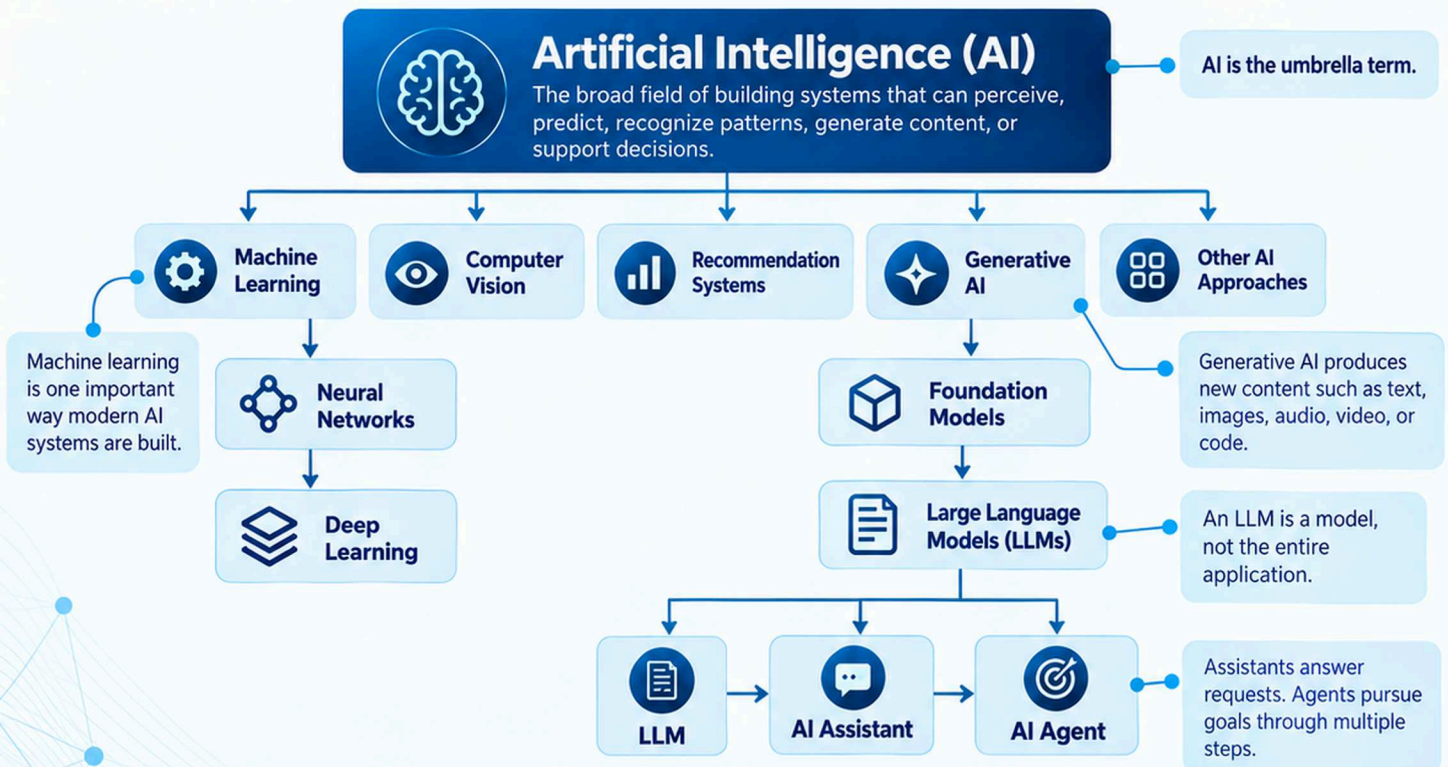
This guide focuses on the durable mental models that help you understand what AI is, what it can do, where it can go wrong, and how to use it responsibly.

The AI Map

How Everything Fits Together

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This diagram shows how the main ideas in AI relate to each other. Use it as a high-level map to see the big picture and how the pieces fit from core concepts to real-world applications.



Simple takeaway: AI is the big category. LLMs are one kind of model. Assistants and agents are applications built around models.

Three Distinctions That Matter

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The mental models that clear up most AI confusion.

1 1. Traditional Software vs. Automation vs. AI



Traditional Software

Follows explicit rules written by people.



Automation

Performs a task with reduced human involvement.



AI

Uses prediction, pattern recognition, generation, or other sophisticated processing.

You can have automation without AI. You can also have AI without full automation.

2 2. Predictive AI vs. Generative AI



Predictive AI

- Classify spam
- Flag fraud
- Recommend a product
- Forecast demand



Generative AI

- Draft an email
- Summarize a report
- Create an image
- Generate code

Predictive AI evaluates possibilities. Generative AI produces outputs.

3 3. Training vs. Inference



Historical Data



Training Process



Trained Model



New Input



Inference



Output

Training: Builds or adjusts the model.

Inference: Uses the trained model on new input.

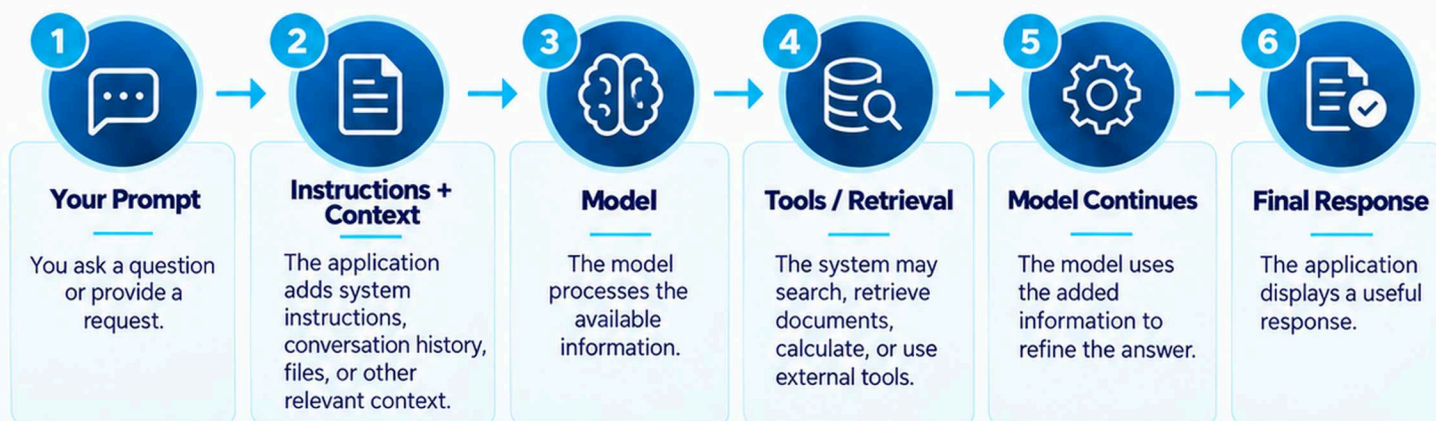


Simple takeaway: Ask what kind of system you are dealing with, what it is actually doing, and whether it is following rules, learning patterns, generating content, or taking action.

How an AI Assistant Works

From your prompt to the final response

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Model

Generates or processes information.

- Understands and generates text, images, audio, or code
- Does not take actions on its own
- Responds based on the input it receives



Assistant

Interacts with a person and may use tools when needed.

- Built on a model with added instructions and features
- Can use tools like web search, file analysis, or code execution
- Remembers context within a conversation
- Designed to be helpful and safe



Agent

Pursues a goal through multiple steps and may take authorized actions.

- Plans and carries out multi-step tasks
- Can use a variety of tools and systems
- May take actions (with permission)
- Requires stronger guardrails and oversight



The model is the engine. The assistant is the full application. The agent adds more autonomy, which also increases the need for guardrails.



Simple takeaway: What looks like one AI answer may actually come from a system that combines a model, instructions, memory, files, retrieval, and tools.

AI Verification Toolkit

How much checking does this answer deserve?

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1 The Verification Ladder

DIFFERENT TASKS DESERVE DIFFERENT LEVELS OF CHECKING



**Creative /
Low Consequence**

Examples:

Brainstorming, rough ideas,
first drafts

Review level:

Quick review may be enough



**Routine
Business**

Examples:

Summaries, internal
communications,
working notes

Review level:

Verify important facts



**Important
Decision Support**

Examples:

Analysis, proposals,
recommendations,
customer-facing material

Review level:

Check key claims and
assumptions



**Legal / Medical /
Financial /
Safety-Critical**

Examples:

High-stakes decisions or
public claims

Review level:

Use authoritative sources
and qualified human review

2

Before You Trust an AI Output

A QUICK
CHECKLIST

- ☐ Is this factual or creative?
- ☐ Could the information have changed recently?
- ☐ Does the answer cite a source?
- ☐ Did I verify that the source actually exists?
- ☐ What information might be missing?
- ☐ What assumptions is the answer making?
- ☐ What happens if this answer is wrong?
- ☐ Does this require human expertise or approval?

3

Three Questions to Ask Next

DEEPER
THINKING



What might be wrong with this answer?



Which claims require verification?



What evidence would change the conclusion?



Simple takeaway: The question is not whether AI needs verification.
The question is how much verification the task deserves.

Hallucinations, Citations, and Reality Checks

Looks real does not always mean it is real.

BE CURIOUS
BE CRITICAL
BE CONFIDENT
USE AI WISELY

AI can produce fluent, helpful, and convincing answers, but it can also make things up. This page helps you recognize common AI hallucinations, spot the red flags, and use simple questions to check the truth before you trust the answer.



1. What AI May Invent



Research studies



URLs



Statistics



Citations



Quotations



Product features



Court cases



Details about a company or person



A confident answer can still be wrong.



2. Red Flags



A precise claim with no source



A perfect-looking citation you cannot locate



Strong confidence without evidence



A summary that ignores obvious missing context



Current information that may be outdated



3. What to Ask the AI

Use questions like these to get clearer answers and to check the information before you rely on it.

1

What is the source for each major factual claim?

2

Which claims require independent verification?

3

What assumptions did you make?

4

If you cannot verify this, say so clearly.

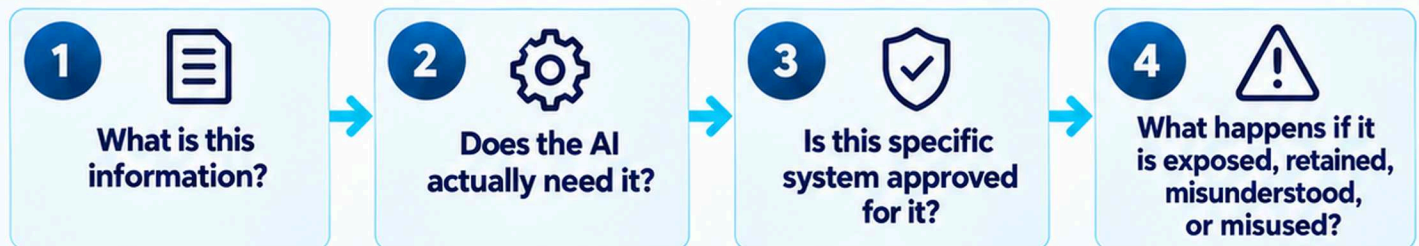


A citation is not verified until you locate and check the source itself.

Before You Put Information Into AI

A practical privacy and security decision guide

SAFE IDEAS
SMART HABITS
REAL IMPACT
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———— The consequence should influence the decision. ————



Do Not Automatically Share

- ☐ Customer information
- ☐ Employee information
- ☐ Financial information
- ☐ Contracts
- ☐ Source code
- ☐ Security details
- ☐ Proprietary business strategy
- ☐ Personal identifying information



Safer Habits

- ☐ Use data minimization
- ☐ Remove names and account numbers when possible
- ☐ Share only what is reasonably necessary
- ☐ Use approved systems only
- ☐ Give AI only the access it needs
- ☐ Keep human approval for consequential actions



Four Principles to Remember

- Capability does not equal permission
- Prompts are data too
- Use least privilege
- Human approval is a control



Simple takeaway: If you would hesitate to email it broadly, do not casually paste it into an AI system.

AI at Work Worksheet

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Identify where AI can help and where human judgment should stay primary

Jobs are bundles of tasks. Use this page to break your work into tasks and decide where AI can help, where review is needed, and where responsibility should remain firmly human-led.

 Task	 How Often?	 Time Spent	 Can AI Help?	 Consequence if Wrong	 Human Review Needed?
1.					
2.					
3.					
4.					
5.					



Classify Each Task



Human Only

Requires human judgment, empathy, creativity, or accountability.



Human + AI

AI can help, but a person remains in charge and makes the final call.



Partial Automation

AI can complete parts of the task with human review.



Automation

AI can handle most or all of the task with minimal human involvement.

The stronger the automation, the more important reliability, permissions, monitoring, and accountability become.



Useful Questions

- 1 Is the task repetitive or information-heavy?
- 2 Can AI create a useful first pass?
- 3 Can a person review the result efficiently?
- 4 What happens if the output is wrong?
- 5 Does the task involve sensitive information?
- 6 Does AI improve the process or just add another tool?



Simple takeaway: Start with the task, not the technology.

Five Practical Exercises

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Build stronger AI judgment by using what you learned.



1. Spot AI Around You

List five tools, services, or devices you use that may involve AI, and describe what each one is actually doing.



2. Reframe the Same Question

Ask an AI system the same question three different ways and compare how the framing changes the answer.



3. Verify an AI Claim

Ask for a factual answer, request sources, and independently confirm whether those sources are real and relevant.



4. Audit Your Work Tasks

Choose one role or project and identify which tasks are best suited for Human Only, Human + AI, Partial Automation, or Automation.



5. Challenge the Recommendation

After the AI gives a recommendation, ask what argues against it, what assumptions could be wrong, and what evidence would change the conclusion.



Keep Learning

Explore more titles in the AI Made Simple series:

- ChatGPT Made Simple
- AI Prompting Made Simple
- AI Agents Made Simple
- AI for Managers Made Simple



Visit BotsAndBosses.com for more resources and future titles.



You do not need to know everything about AI.
You need enough understanding to use it with good judgment.