

Digital AI Management Journal for Seniors

**Bonus Link for Digital Tracking of
Prompts You Create
and Information**

Worth Keeping for Future Review

Dawn O'Neal

HOW TO USE THIS DIGITAL JOURNAL

1. Download this PDF to your computer before using.
2. Open it in Adobe Acrobat Reader (free version).



Adobe Acrobat

Download link:

For iPhone: Adobe Acrobat Reader

<https://apps.apple.com/us/app/adobe-acrobat-reader-edit-pdf/id469337564>

For Android: Adobe Acrobat Reader

<https://play.google.com/store/apps/details?id=com.adobe.reader&hl=en&gl=US>

For PC or laptop: Adobe Acrobat Reader

<https://www.adobe.com/acrobat/pdf-reader.html>

3. Click inside the boxes to type your responses.
4. Use "File → Save As" to save your completed journal.
5. Keep a blank master copy so you can reuse the file anytime.

MY DIGITAL AI REFERENCE JOURNAL

	DATE	PROJECT NAME	REFERENCE #
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A GUIDED BLUEPRINT FOR MASTERING AI PROMPTS

What I Want AI To Help Me With:

- | | |
|--|---|
| ☐ Writing a message | ☐ Planning an activity |
| ☐ Understanding information | ☐ Other: |
| ☐ Organizing my thoughts | ☐ Other: |
| ☐ Learning something new | ☐ Other: |

AI's Role:

- | | |
|--|---|
| ☐ Patient Teacher | ☐ Friendly Companion |
| ☐ Helpful Assistant | ☐ Expert Advisor |

How I Want The Response:

- | | |
|--|---|
| ☐ Simple, short answer | ☐ Detailed explanation |
| ☐ Step-by-step instructions | ☐ Conversation style |
| ☐ List of options | |

MY PROMPT INPUT:

AI's Prompt Response:

What Worked Well:

What I Would Change Next Time: