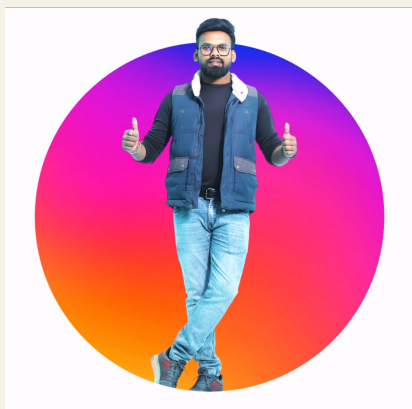




FREE PRACTICAL LEARNING EBOOK

How to Use AI

A practical guide to prompting, reviewing and building repeatable AI workflows.



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Learn practical skills. Build smarter systems. Grow with confidence.

START HERE

What you will be able to do

You do not need technical knowledge to use AI well. You need a clear goal, useful context, constraints and a review process.

- Write stronger prompts
- Improve weak outputs
- Use AI in multi-step workflows
- Keep human control

Practice rule

Use the skill immediately on one real document, dataset, presentation or business task. Practical use creates confidence faster than passive reading.

Learning path

- 1. The CLEAR Prompt Method
- 2. Give Better Context
- 3. Control the Output
- 4. Iterate and Verify
- 5. Build Repeatable Workflows

The CLEAR Prompt Method

A structured prompt reduces guessing.

CLEAR

Use five prompt parts.

- Context: background and audience
- Limit: length and boundaries
- Expected output: format
- Action: the task
- Review criteria: what good looks like

Example workflow

Ask for an outline before a long final draft.

- Define audience
- Request structure
- Review direction
- Generate draft
- Edit and verify

Try this now

Rewrite one vague prompt using all five CLEAR parts.

Give Better Context

Useful context changes the quality of the answer.

What to include

Provide information that affects the result.

- Business type
- Customer
- Goal
- Offer
- Tone
- Existing constraints

What to exclude

Do not send unnecessary sensitive information.

- Passwords
- Private customer data
- Bank details
- Unpublished confidential files

Try this now

Create a reusable business context paragraph without private information.

Control the Output

Tell AI how the result should be organized.

Output formats

Choose a format that supports the next step.

- Checklist
- Table
- Email
- Script
- Blog outline
- JSON or structured fields

Constraints

Set limits that improve usefulness.

- Word count
- Reading level
- Required sections
- Items to avoid
- Call to action

Try this now

Ask AI for the same idea as a table, a WhatsApp message and a 30-second script.

Iterate and Verify

Strong AI work is usually a conversation, not one prompt.

Targeted revision

Change one thing at a time.

- Shorten the introduction
- Add stronger examples
- Remove jargon
- Make tone professional

Verification

Check output before use.

- Facts
- Calculations
- Links
- Compliance
- Brand voice

Try this now

Take one AI draft through three specific revision rounds and compare results.

Build Repeatable Workflows

Save prompts and review steps for recurring work.

Workflow design

Break large tasks into reviewable stages.

- Input collection
- Outline
- Draft
- Fact check
- Human edit
- Publish

Useful business workflows

Start with low-risk repeated work.

- Content calendar
- Lead follow-up draft
- Meeting summary
- Report commentary
- FAQ update

Try this now

Document one weekly AI workflow with inputs, prompt, reviewer and final destination.

QUICK REFERENCE

Your action checklist

- ☐ State the goal
- ☐ Add relevant context
- ☐ Specify format
- ☐ Set constraints
- ☐ Review facts
- ☐ Edit before publishing

Continue learning

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