WORLD ASSESSMENT COUNCIL

AI READY · FREE CHALLENGE

AI Ready Daily: 28 days to a better student and work life

Ten minutes a day. One real task with ChatGPT, Claude or Gemini each day. By day 28 you will plan, study, write, analyse, automate and build with AI, and check its work like a pro.

10 minutes a day | Free tools | No code | Linked to the full course

1 · Do the task

Each day has one task you can finish in about ten minutes with a free account.

2 · Tick it off

"Done when" tells you what finished looks like. Tick the box and keep your streak.

3 · Go deeper

Want the why? Each day names the AI Ready lesson that teaches it in full.

WEEK 1

Set up your AI toolkit

1

Three assistants, one question

Open free accounts on ChatGPT, Claude and Gemini. Ask all three the same real question from your week and compare the answers side by side.

☐ **Done when:** You know which answer you trusted most, and why.

About **10 min** Learn more: **Lesson 0.3, T.4**

2

Lock down your privacy

In each assistant, find the data controls, memory and temporary-chat settings. Choose your settings on purpose.

☐ **Done when:** Training and memory are set the way you want in all three.

About **10 min** Learn more: **Lesson 0.4**

3

Teach it who you are

Write custom instructions: your role, goals, preferred tone and format. Ask a question before and after to see the difference.

☐ **Done when:** Answers now fit you without you repeating yourself.

About **10 min** Learn more: **Lesson 2.4, T.1**

4

The four-part prompt

Rewrite one weak prompt you used this week with role, task, context and format. Run both versions.

☐ **Done when:** A saved before-and-after pair in your prompt library.

About **10 min** Learn more: **Lesson 2.1**

5

Catch a hallucination

Ask for three facts with sources on a topic you know well. Check every source yourself.

☐ **Done when:** You found at least one claim to correct or confirm.

About **10 min** Learn more: **Lesson 1.6, 2.6**

6

Your first project

Create a Project (ChatGPT or Claude) or a Gem (Gemini) for one recurring task, with instructions and one file.

☐ **Done when:** A reusable assistant you will open again tomorrow.

About **10 min** Learn more: **Lesson 2.5, T.2, T.3**

7

Talk, don't type

Use voice mode for a 5-minute conversation: practise a presentation, an interview answer or a language.

☐ **Done when:** One piece of feedback you will act on.

About **10 min** Learn more: **Lesson T.1, T.3**

WEEK 2

Study and research smarter

8

Search vs. chat

Ask the same current-events question in an AI search tool and in a plain chat. Compare the sources.

☐ **Done when:** You can explain when to use search and when to use chat.

About **10 min** Learn more: **Lesson 3.1**

9

A 10-minute deep research

Run a deep research report on a question from your course or job. Open and check three of its citations.

☐ **Done when:** A brief with three verified sources.

About **10 min** Learn more: **Lesson 3.2**

10

Understand a hard chapter

Load one chapter or lecture into Gemini Notebook and ask it to explain the hardest idea three ways.

☐ **Done when:** You can explain the idea out loud in one minute.

About **10 min** Learn more: **Lesson 3.3**

11

Make your own practice test

Generate ten practice questions from your notes. Answer them before checking the AI's answers.

☐ **Done when:** Your score, and the two topics to revise.

About **10 min** Learn more: **Lesson 3.4**

12

Study mode

Use ChatGPT study mode or Gemini Guided Learning on a problem you are stuck on. Don't ask for the answer.

☐ **Done when:** You solved it yourself with hints.

About **10 min** Learn more: **Lesson 3.5, T.1**

13

Plan your week

Paste your deadlines and commitments and ask for a realistic weekly plan with focus blocks. Put it in your calendar.

☐ **Done when:** Next week is planned in under 10 minutes.

About **10 min** Learn more: **Lesson 4.8**

14

Explain it back

Record a 2-minute explanation of something you learned this week. Ask an assistant to quiz you on it.

☐ **Done when:** A recording you could share with a teacher or manager.

About **10 min** Learn more: **Lesson 3.8**

WEEK 3

Get work done faster

15

Write in your own voice

Build a voice profile from two things you wrote, then draft an email or post with it. Edit until it sounds like you.

☐ **Done when:** A message you would actually send.

About **10 min** Learn more: **Lesson 4.1**

16

Inbox zero, faster

Summarise your three longest email threads and draft replies for the ones that need you. Approve and send them yourself.

☐ **Done when:** Three threads closed.

About **10 min** Learn more: **Lesson 4.7, 5.7**

17

Ask your spreadsheet

Upload a real (non-personal) spreadsheet and ask three questions. Make one chart and check one number by hand.

☐ **Done when:** One insight backed by a chart.

About **10 min** Learn more: **Lesson 4.2**

18

Slides in minutes

Turn a document or notes into a 5-slide deck with Gamma, Canva or your assistant. Fix every slide by hand.

☐ **Done when:** A deck you could present tomorrow.

About **10 min** Learn more: **Lesson 4.3**

19

Make an image, honestly

Create one image for a poster or post. Label it as AI-generated and check it for errors.

☐ **Done when:** A finished, labelled image.

About **10 min** Learn more: **Lesson 4.4**

20

Translate and check

Translate a short notice into another language, then back-translate it with a different tool.

☐ **Done when:** A translation you have checked.

About **10 min** Learn more: **Lesson 4.6**

21

A budget that adds up

Ask for a simple monthly budget template in a spreadsheet, fill in your own numbers, and check every formula.

☐ **Done when:** A working budget, checked by you.

About **10 min** Learn more: **Lesson 4.8**

WEEK 4

Automate, build and lead

22 Draw your workflow

Pick one task you repeat every week. Write its trigger, steps and output. Mark the step AI could do.

- [ ] **Done when:** A one-page workflow map.

About **10 min** Learn more: **Lesson 5.1**

23 Automate your inbox

Build one automation: new email matching a rule gets a label and an AI-drafted reply saved as a draft (never auto-sent).

- [ ] **Done when:** A working automation you can switch off.

About **10 min** Learn more: **Lesson 5.7**

24 Build an app by describing it

Describe a small quiz, calculator or tracker to a vibe-coding tool. Test it and fix one bug by conversation.

- [ ] **Done when:** A working app you can open on your phone.

About **10 min** Learn more: **Lesson 5.3, 5.4**

25 Publish and share

Publish your app and send the link to three people for feedback.

- [ ] **Done when:** A live link and three pieces of feedback.

About **10 min** Learn more: **Lesson 5.5**

26 Direct an agent

Give an agent a multi-step research task. Watch it work, approve each action and log what it got wrong.

- [ ] **Done when:** An agent run log with your review.

About **10 min** Learn more: **Lesson 6.1, 6.2, 6.7**

27 Connect your apps safely

Connect one assistant to your calendar or drive with the narrowest permissions. Ask it something only your data can answer, then review the access.

- [ ] **Done when:** A useful connection you trust, or one you removed.

About **10 min** Learn more: **Lesson 6.3, T.2**

28 Your AI playbook

Write one page: the tools you use, for what, with your best prompts, settings and rules for checking and privacy. Share it with a friend or colleague.

- [ ] **Done when:** Your personal AI playbook: the habit that keeps you ahead.

About **10 min** Learn more: **Lesson T.4, 8.5**

Day 28 done. Keep the habit.

You now use AI the way strong students and professionals do: for planning, study, writing, data, automation and building, and you check its work every time.

- Repeat your favourite days on new tasks each week.
- Update your playbook when a tool changes. AI Ready updates its lessons for life, for free.
- Turn your work into a portfolio and earn the WAC Certificate of Skills (optional, USD 5, includes one year of WAC membership).

worldassessmentcouncil.org/courses/ai-ready