GENERATIVE AI TOOLKIT

Author: Brian KT Liew

ETERNALWISEAI
BUILD FUTURES

Introduction: Welcome to the Future

Artificial Intelligence (AI) is no longer a futuristic fantasy; it's a **powerful tool** accessible to everyone right now. This toolkit is designed to empower you, the consumer, to harness the capabilities of AI and revolutionize various aspects of your life. From optimizing your health to securing your financial future, get ready to explore the endless possibilities.

Why download this toolkit? In today's rapidly evolving world, understanding and leveraging AI is no longer optional – it's essential. This guide provides practical, actionable steps to integrate AI into your daily life, giving you a competitive edge and unlocking unprecedented opportunities.

AI for Health & Well-being

- **Personalized Fitness:** AI-powered apps create tailored workout routines.
- **Nutrition Planning:** AI algorithms generate meal plans based on your dietary needs.
- **Mental Wellness:** AI chatbots provide support and mindfulness exercises.
- **Symptom Tracking:** AI tools help monitor your health and identify potential issues.

AI is revolutionizing healthcare, offering personalized solutions for a healthier and happier you. Imagine having a **virtual health assistant** that understands your unique needs and provides customized recommendations. From fitness to mental well-being, AI-powered tools can help you take control of your health journey.

Example: Use an AI app to generate a weekly meal plan based on your caloric goals and dietary restrictions. Or, try an AI-powered meditation app to reduce stress and improve your focus. AI is also being used to detect diseases earlier, helping improve your health.

AI for Career Advancement

- **Resume Optimization:** AI tools analyze your resume and suggest improvements.
- **Job Search:** AI algorithms find relevant job openings based on your skills.
- **Interview Preparation:** AI chatbots simulate interview scenarios and provide feedback.
- **Skill Development:** AI platforms recommend courses to enhance your expertise.

In today's competitive job market, AI can be your secret weapon. Use AI to craft a **compelling resume**, identify the perfect job opportunities, and ace your interviews. AI can also help you identify skill gaps and recommend courses to enhance your expertise, making you a more valuable asset to your organization.

Example: Use an AI-powered resume builder to create a professional-looking resume. Or, try an AI interview simulator to practice your answers and get feedback on your body language.

AI for Financial Empowerment

- **Budgeting & Expense Tracking:** AI-powered apps automatically track your spending.
- **Investment Recommendations:** AI algorithms analyze market data and suggest investments.
- **Savings Plans:** AI tools create personalized savings strategies.
- **Fraud Detection:** AI systems monitor your accounts for suspicious activity.

Take control of your finances with the help of AI. From budgeting and expense tracking to investment recommendations and savings plans, AI-powered tools can help you achieve your financial goals. AI can also protect you from fraud by monitoring your accounts for suspicious activity, providing **peace of mind** and financial security.

Example: Use an AI budgeting app to track your spending and identify areas where you can save. Or, try an AI investment platform to diversify your portfolio and maximize your returns.

AI for Future Readiness

- **Trend Forecasting:** AI algorithms predict future trends in various industries.
- **Skills of the Future:** AI platforms identify the skills that will be in demand.
- **Adaptability:** AI tools help you adapt to changing circumstances and embrace new technologies.
- **Lifelong Learning:** AI recommends educational resources to stay ahead of the curve.

The world is changing at an unprecedented pace, and AI is at the forefront of this transformation. Prepare yourself for the future by embracing AI and developing the skills that will be in demand. Use AI to forecast future trends, identify emerging technologies, and create a plan for lifelong learning. By staying ahead of the curve, you can **thrive in the age of AI**.

Example: Use an AI-powered trend forecasting tool to identify the skills that will be needed in your industry. Or, try an AI learning platform to develop new skills and expand your knowledge.

Ethical Considerations

As you explore the power of AI, it's important to consider the ethical implications. Be mindful of data privacy, bias, and the potential impact of AI on society. Use AI responsibly and ethically, and advocate for policies that promote fairness and transparency.

- **Data Privacy:** Protect your personal information and be aware of how your data is being used.
- **Bias:** Be aware that AI algorithms can be biased, and take steps to mitigate bias in your own use of AI.
- **Transparency:** Demand transparency in how AI systems are developed and deployed.

Next Steps

Congratulations on taking the first step towards embracing the power of AI! Here are some next steps to continue your journey:

1. **Explore AI Tools:** Experiment with different AI tools and find the ones that best suit your needs.
2. **Apply the prompts:** There are 15 high quality prompts you may apply immediately.
3. **Join the Community:** Connect with other AI enthusiasts and share your knowledge.

By embracing AI and using it responsibly, you can unlock unprecedented opportunities and create a better future for yourself and for society as a whole. Now go forth and **become an AI champion**!

15 Ready-to-Use AI Prompts (ChatGPT/ Gemin/Claude etc)

1. Unemployment & Career Growth

· Resume Rewrite (refer to the sample chatGPT output further down the pages0

"Act as a career coach. Rewrite my resume for a <<Project Manager>> role. I have <<5 years of project management>> experience - highlight transferable skills like people management, problem-solving, Digital and AI. Keep it under 2 pages in professional tone.."

· Interview Prep

"Act as an HR recruiter. Generate 5 likely core interview questions , and 5 likely behaviour questions with sample answers under 150 words each for a <financial analyst >role in a multinational bank."

· Career Path Options

"Act as a career counsellor. Suggest career paths I can transition to from <<customer service>> into digital marketing. Provide at least 3 options ranked by ease of entry, and include time/cost estimates for retraining."

Note: Feel free to edit the words inside the bracket << >> adapting to your specific requirements before pasting onto ChatGPT , or any other AI Tools you are using.

2. High Cost of Living & Saving Money

· Budget-Friendly Meal Plan
"Act as a nutritionist. Create a 1-week meal plan under $50 USD for 2 adults, focusing on balanced but affordable meals using supermarket staples. Ensure no more than 30 minutes cooking time per meal."

· Monthly Budget
"Act as a personal finance advisor. Build a monthly budget for me. My income is <<$5000>>/month, rent <<$1,200>>, expenses <<$1000>> and I want to save <<$500>)) a month. Show results in a simple table with categories capped at 5 items."

· Smart Shopping Tips
"Act as a smart shopper. List the top 10 strategies I can use to cut grocery costs for a family of 4 in <<Toronto>>, Keep each tip under 30 words."

3. Creating a Safety Net

· Emergency Fund Plan
"Act as a financial planner. Show me how to build an emergency fund of 6 months' expenses in 2 years. My monthly income is<< $5,000>>, current savings = <<$500>>. Present a monthly savings plan in a table."

· Side Hustle Ideas
"Act as an entrepreneurship coach. Suggest side hustles I can start with <$200 upfront that could generate $300–500 a month extra income. Give 3 ideas with pros/cons."

· Upskilling
"Act as a career strategist. Recommend free online courses to help me upskill in AI, data analytics or project management. Provide links and estimated completion time (in weeks)."

4. Mental Health & Work-Life Balance

· Stress Reduction Practices

"Act as a wellness coach. Suggest 3 quick stress reduction practices for an office worker under heavy deadlines, with only 15 minutes per day available. Keep instructions step-by-step and under 50 words each."

· Bedtime Routine

"Act as a sleep therapist. Design a 30-minute bedtime routine for someone who sleeps late and has trouble winding down. Include non-digital activities only."

· Daily Affirmations

"Act as a life coach. Generate 3 motivational affirmations for someone who feels low energy in the mornings. Each affirmation must be under 15 words and positive in tone."

5. Future Preparedness

· AI in Daily Life
 "Act as a technology explainer. Teach me how AI helps in daily life by giving 3 clear examples (budgeting, health tips, productivity). Keep each explanation under 60 words."

· Learning Plan
 "Act as a study planner. Create a 12-week learning plan for me to learn coding basics(such as Python) with 1 hour/day available. Show plan in a weekly breakdown table."

· Future-Proof Skills
 "Act as an industry analyst. Summarize the top 5 future-proof skills in demand by 2030 in <<Asia-Pacific>>. Keep each skill under 25 words with a practical example.

ChatGPT sample output from Prompt #1

Here's a polished draft of a **2-page professional resume** tailored for a **Project Manager role** that emphasize your 5 years of experience, transferable skills, and digital/AI knowledge.

[Your Full Name]

📍 City, Country | 📧 Email | ☎ Phone | 🔗 LinkedIn | 🌐 Portfolio/Website

Professional Summary

Results-driven **Project Manager** with 5+ years of experience leading cross-functional teams and delivering projects on time, within budget, and aligned to business goals. Adept at **people management, problem-solving, and stakeholder engagement**, with a strong background in **digital transformation and AI-powered solutions**. Skilled at bridging business needs with technology to drive efficiency, innovation, and customer satisfaction.

Core Competencies

- · Project Planning & Execution

- · Stakeholder & Vendor Management

- · Agile & Waterfall Methodologies

- · Budgeting & Resource Allocation

- · Risk Assessment & Mitigation

- · Process Improvement & Change Management

- · Digital Transformation & AI Integration

- · Leadership & Team Development

Professional Experience

Project Manager

[Current / Most Recent Company] – City, Country | *YYYY – Present*

- · Led **end-to-end delivery of 15+ cross-functional projects**, achieving 95% on-time completion rate while meeting scope, quality, and budget requirements.

- · Directed teams of up to **20 staff and contractors**, driving collaboration, accountability, and professional growth through coaching and mentoring.

- · Oversaw **digital transformation initiatives**, including automation and AI-driven tools, resulting in a **20% increase in operational efficiency**.

- · Partnered with senior leadership to align projects with organizational strategy, improving stakeholder satisfaction scores by **30% year-over-year**.

- · Implemented Agile practices that reduced delivery cycles by **15%** and enhanced adaptability to evolving business priorities.

Assistant Project Manager

[Previous Company] – City, Country | *YYYY – YYYY*

- · Supported delivery of **enterprise technology projects**, coordinating schedules, resources, and risk management activities.

· Spearheaded adoption of **digital dashboards and AI-based analytics** to monitor KPIs, improving project reporting accuracy and decision-making.

· Managed vendor relationships and negotiated contracts, securing cost savings of **10–15% per project**.

· Facilitated workshops and status updates with stakeholders, enhancing communication and reducing project escalations by **25%**.

Education

Bachelor of [Your Degree] – [Your University], City, Country

Certifications

· Certified Scrum Master (CSM) [if applicable]

· PRINCE2 Practitioner / PMP (in progress or completed)

· AI in Business / Digital Transformation Certification [if applicable]

Technical Skills

MS Project | Jira | Asana | Trello | Confluence | Power BI | Tableau | MS Office Suite | AI & Automation Tools

📋 AI Life Toolkit - 5 Practical Checklists using AI

1. Unemployment & Career Growth

☐ Update my CV/LinkedIn with AI-generated summaries
☐ Use AI to practice mock interview questions
☐ Explore 3 new job roles AI suggests based on my skills
☐ Learn 1 new AI-powered tool to boost employability
☐ Network weekly using AI-drafted outreach messages

2. High Cost of Living & Saving Money

☐ Track my monthly expenses with AI budget planner
☐ Ask AI for 3 smart grocery hacks this week
☐ Find cheaper alternatives for 2 recurring bills
☐ Use AI to plan 1 "no-spend" weekend
☐ Compare online deals with AI before every big purchase

3. Creating a Safety Net (Future Security)

☐ Ask AI to draft a simple emergency savings plan
☐ Research 2 side hustles AI recommends for my skills
☐ Use AI to simulate long-term financial scenarios
☐ Set up 1 automated alert (job, finance, news) via AI
☐ Save important documents securely with AI tools

4. Mental Health & Wellbeing

☐ Start each day with an AI-guided mindfulness exercise
☐ Journal with AI prompts for stress reflection
☐ Use AI to create a personalized workout or yoga plan
☐ Schedule 2 "digital detox" hours weekly
☐ Ask AI for motivational quotes tailored to my mood

5. Future-Proofing with New Skills

☐ Identify top 3 skills AI says are growing in demand.
☐ Enrol in 1 short online course within the next 30 days (CourseSA, Udemy or from my website www.eternalwiseai.com)
☐ Use AI to summarize industry trends weekly. Ask AI to recommend the top podcasts or YouTube video channels to follow.

☐ Practice explaining new skills to AI as a study buddy

☐ Build 1 mini project using an AI tool , and showcase on Linkedin
  (this can be a simple budget plan, a chatbot using Google AI Studio,
   Simple workflow tool using Ms Co-Pilot, whatever you are comfortable
   with)