



AI QUICK WINS:

*Simple Tools for
Everyday Impact*



Evelyn Cassano

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Elementary Education
Teacher

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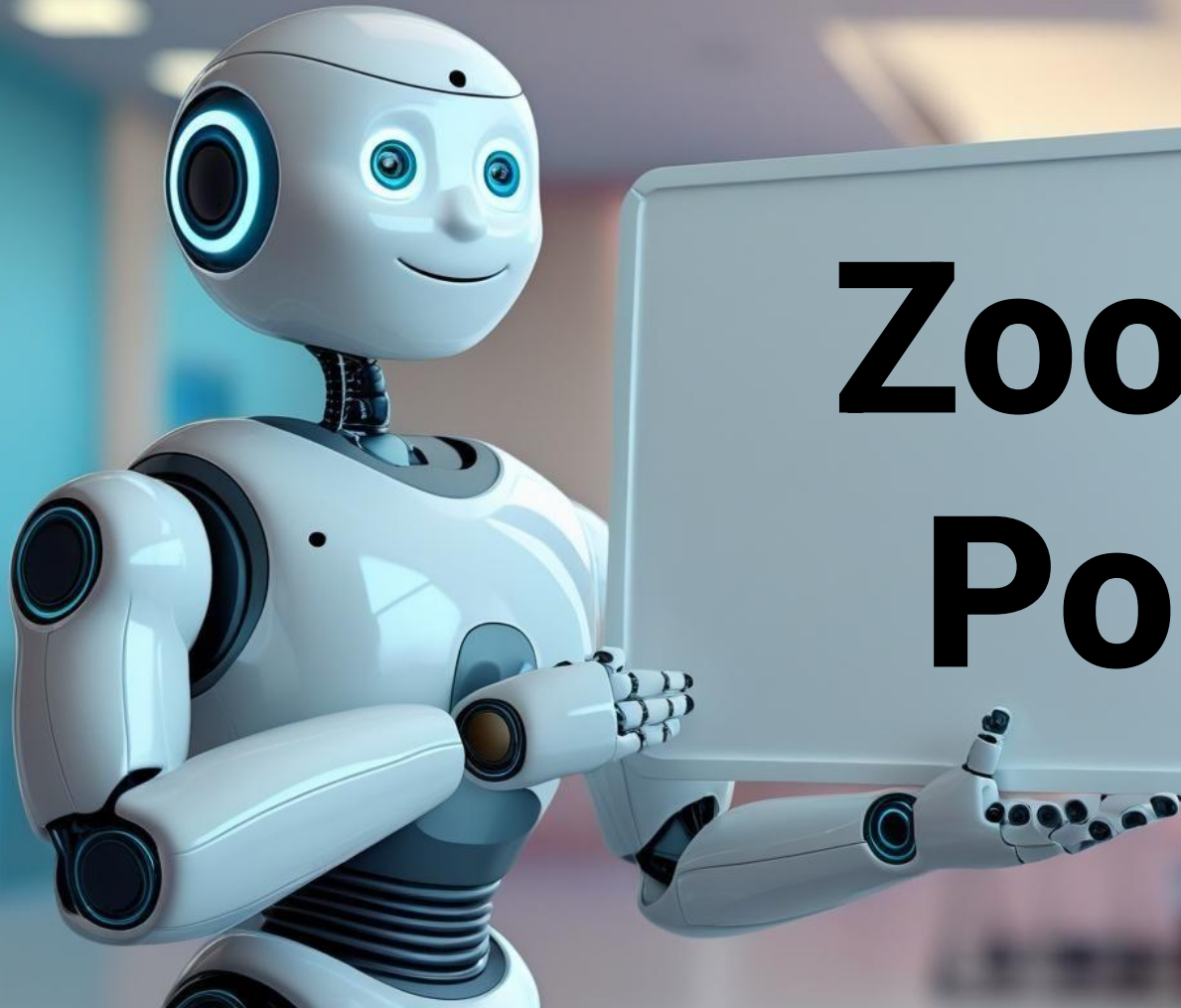
18

Mother of Twin Boys





Gaffigan, J. (2024, November). I need artificial intelligence [Video file]. In Jim Gaffigan: The Skinny. Hulu. Retrieved from <https://www.youtube.com/watch?v=peTpcFKVaMk>



Zoom Poll

AGENDA



Welcome & Objectives



Why AI Matters



AI Tools



How to Write a Prompt



Try It Out!



Share & Reflect

Participants will be able to:



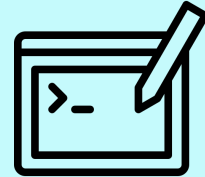
EXPLAIN

what AI tools like
ChatGPT, Claude,
and Perplexity can
do



IDENTIFY

3–5 practical
ways to use AI
in everyday tasks



GENERATE

a basic prompt using
an AI tool
to assist with
a specific task

Why AI Matters



It's Already Here

800 million people use ChatGPT weekly
([Open AI, June 2025](#))



It Saves Time

Brainstorm, summarize reports, & create checklists in seconds



It Boosts Creativity & Problem Solving

Helps you analyze data, make informed decisions, & offers fresh ideas



It Levels the Playing Field

With the right prompt & a little practice, anyone can use AI to enhance productivity

New Message

From

<fulano922@gmail.com>

To

Evelyn Cassano

Cc

Bcc

Subject

Hi, I can't make the meeting tomorrow. Sorry!

↶ ↷

Sans Serif

⌵

B *I* U A

⌵

⌵

Send

⚙️

🔗

📎

🔗

😊

📎

🖼️

⋮

🗑️





My AI Toolkit: ***What I Use & Why***

Example 1: Fundraiser Checklist

Tasks	Ideas	Person Responsible	Deadline	Status
Define Event Goals and Objectives	Raise \$_____			In Progress ▾
Create a Fundraising Budget				Completed ▾
Identify Event Date and Location	Rosewood Farm	Andrew		Completed ▾
Obtain Necessary Permits	N/A			Completed ▾
Form an Organizing Committee	Family & Friends			In Progress ▾
Develop an Event Timeline				In Progress ▾
Choose a Fundraising Theme	Breast Cancer	Everyone		Completed ▾
Set Ticket Prices	\$10/one \$25/family	Andrew	September 26th	Completed ▾
Secure Event Sponsors	Donations		October 21st	In Progress ▾
Create Event Branding & Materials	T-shirts/Hoodies	Andrew	T-shirts ready for pick up by 10/13 Distribution by	In Progress ▾

Example 2: IELCE & Stand Out Spreadsheet

Unit 1 Balancing Your Life	Lesson 1: Learning Styles		
	Lesson 2: Career Planning		
	Lesson 3: Achieving Balance		
	Lesson 4: Setting Priorities		
	Lesson 5: Motivation		
Unit 2 Personal Finance	Lesson 1: Getting Organized	42-44	CE3 Prepare a household budget.
	Lesson 2: Managing Money		
	Lesson 3: Investing Wisely		
	Lesson 4: Credit	51-52	CE4 Explain the role of credit in the U.S. economy (e.g., credit cards, personal cr...
	Lesson 5: Identity Theft	54-55	CE6 Define identity theft and describe ways to protect against it.
Unit 3 Automotive Know-How	Lesson 1: Buying a Car		
	Lesson 2: Maintenance and Repair		
	Lesson 3: Car Insurance		
	Lesson 4: Gas and Mileage		
	Lesson 5: Traffic Laws	80	CR4 Read common traffic and pedestrian signs.

Example 3: IELCE Multilevel Lesson Plan

Multilevel Lesson Plan: Reporting Housing Problems

Based on: N/A, Unit N/A, Lesson N/A

IELCE Competencies:

HO5: Report housing problems to landlords, property associations, or other officials.

Lesson Theme/Topic:

Housing – Reporting Problems and Requesting Repairs

Materials/Resources:

- Picture cards of housing problems (e.g., leaking faucet, mold, broken heater)
- Sample maintenance request forms
- Sentence frames and vocabulary list
- Role play scripts and prompt cards
- Google Slides or Jamboard for digital practice



Example 4: Research

Please find current (within last 5 years) scholarly articles on teaching phonics to adult English language learners for a mini action research project. They should explain the importance and benefits of explicitly teaching phonics to adult learners



Answer



Sources · 18



Steps



lvp.digitalpromiseglob...

Direct Instruction: Phonics |
Learner Variability Project



learningforadults.com

Teaching Phonics to Adults



epale - electronic platf...

Phonics for adults - an
unusual kind of education...



the language gym

Making Phonics Work in
Second Language Learning

Recent scholarly and research-based literature on teaching phonics to adult English language learners (ELLs) highlights the importance and benefits of explicit phonics instruction, though the field acknowledges some limitations and contextual challenges. Below are key findings and sources from the last five years (or as close as possible), with a focus on explicit phonics instruction for adult ELLs.

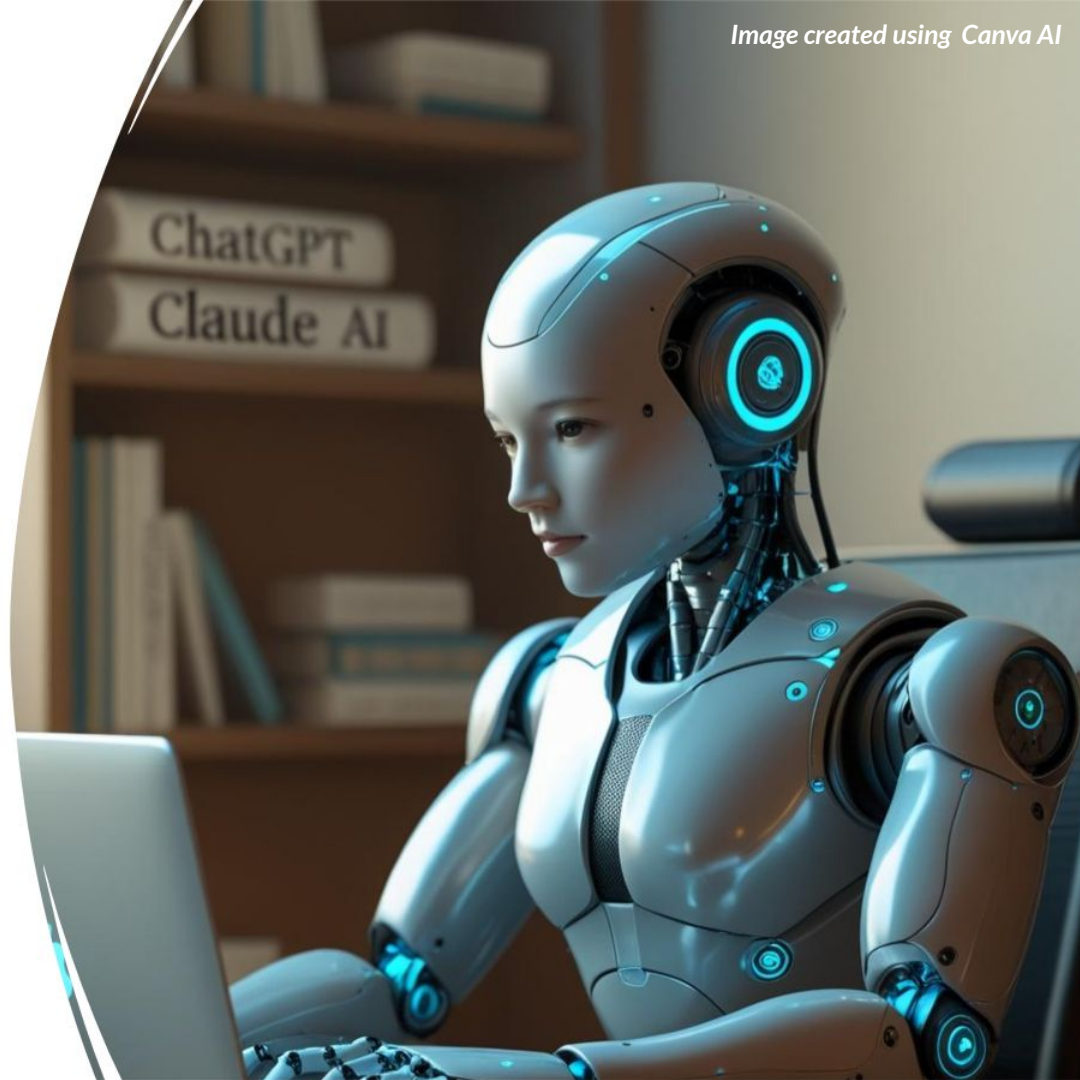
Overview of Current Research

Explicit Phonics Instruction and Adult ELLs

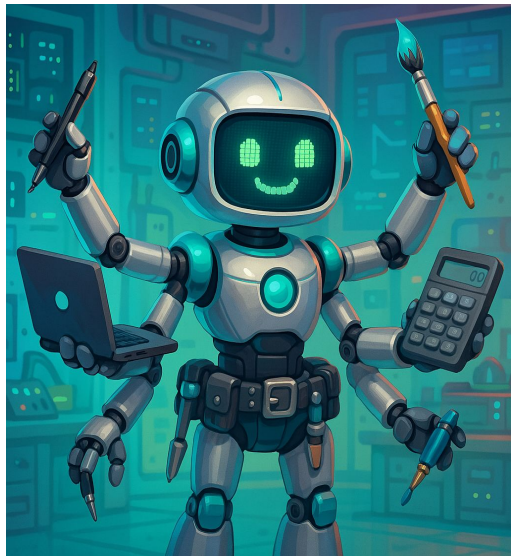
- Effectiveness and Benefits
 - Explicit phonics instruction helps adult learners, particularly those struggling with foundational reading skills, by improving their ability to decode words and connect letters to sounds ¹ ² ³.

Meet the Tools:

*Friendly Nicknames,
Real Capabilities*



ChatGPT



The Swiss Army Bot

Claude

































The Gentle Genius

Perplexity



The Fact Finder

Which AI Tool Should I Use?

Task	ChatGPT	Claude AI	Perplexity
Write or edit emails, reports,	  	 	
Brainstorm ideas, lesson plans	 	  	
Summarize long documents	 	  	 
Research with sources			  
Ask follow-up questions	 	  	



REMEMBER:

AI WORKS BEST WHEN
YOU WORK WITH IT.
COLLABORATE, EXPLORE,
AND REFINE TOGETHER TO
ACHIEVE AMAZING
RESULTS.

Treat AI as a Collaborator



Not a Vending Machine





Writing Prompts That Work:

The **MAGIC** Framework



Letter	What it Stands For	How to Use It
M	Make It Clear	Define the task clearly. What do you want AI to do?
A	Add Context	Who is it for? What's the purpose? Why does it matter? Assign it a role.
G	Give Examples	What kind of output do you want? Include tone, voice, etc.
I	Include Format	Ask for bullet points, tables, summaries, etc.
C	Check & Change	Review the result & refine prompt if needed.



ChatGPT

No login needed;
create an account to
use certain features
& avoid limitations;
free & paid plans



Claude

Requires you to
create an account &
always log in; free &
paid plans



Perplexity

Works without
signing up; creating
a free account
unlocks useful
features

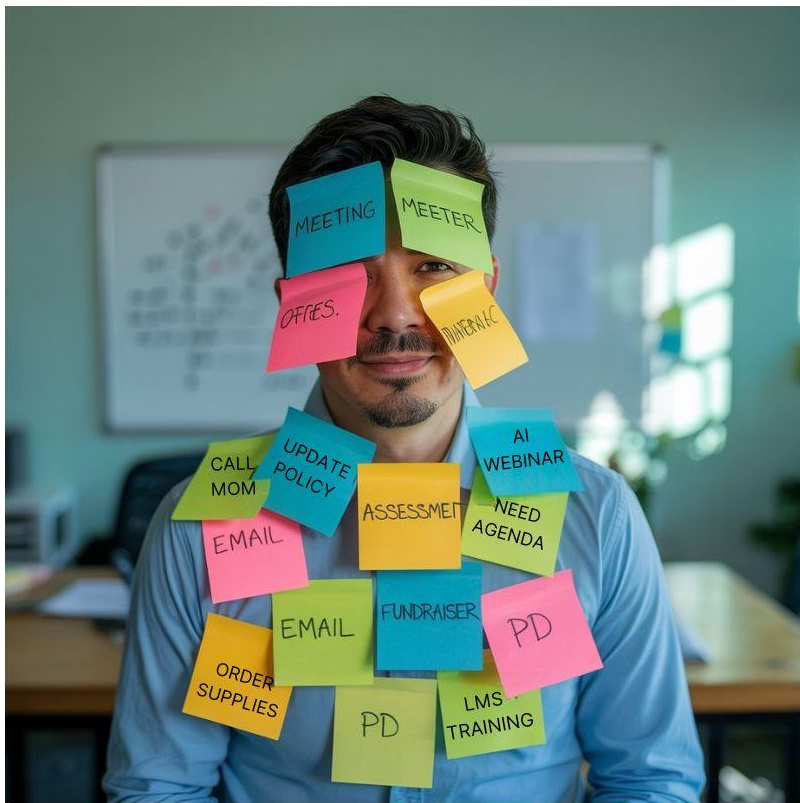


Image created using Ideogram AI

Let's Put This Into Practice

Let's write a prompt together using the MAGIC framework.



Have an idea? Drop it in the chat.



Need inspiration? I have ideas.

M

A

G

I

C

Prompt Debugging Checklist



Did it answer the question I asked?



Is it accurate & specific?



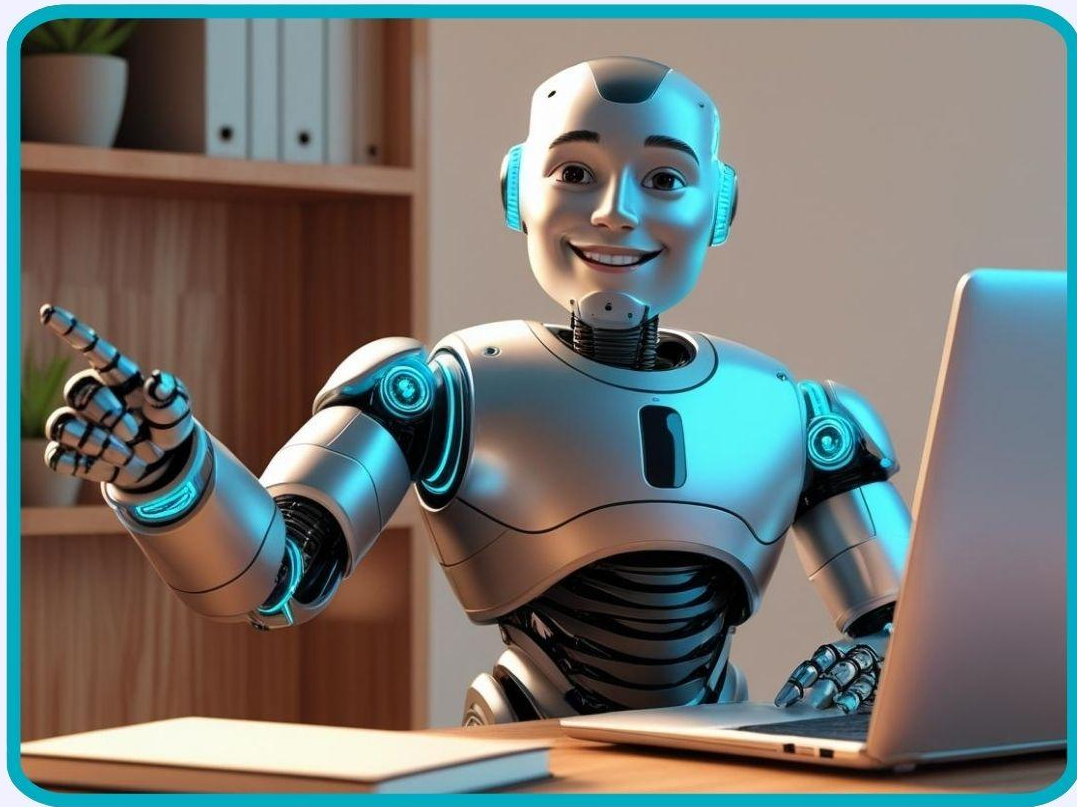
Is the tone right for my audience?



Is anything missing or unclear?



Should I ask it to try again or revise?



YOUR
TURN

Image created using Canva AI

Let's Practice!

Option A

Try one of these ready-made prompts (link in chat)

- Communication & Outreach
- Research
- Program Management
- PD Support

Option B

Create your own prompt using MAGIC

- Think of a real task you need to tackle
- Use the MAGIC framework to write your prompt
- Test it with ChatGPT, Claude, or Perplexity

Common Pitfalls

- ❗ Confident but wrong
- ❗ Outdated information
- ❗ Bias that Sounds Reasonable
- ❗ Dependency Trap



These aren't reasons to avoid AI. They're reminders that your expertise matters more than ever.

Using AI Responsibly: *3 Things to Remember*

AVOID BIAS



Review AI-generated content for bias or stereotypes before sharing.

RESPECT PRIVACY



Don't input personal, student, or confidential data into AI tools.

BE TRANSPARENT



Let students and colleagues know when you've used AI to support your work.

**You've got the
MAGIC...**

Now Go & Use It!



Your AI Action Plan

1. Which AI tool will you try this week?



2. What will you ask AI to help you with this week?

- Write or improve an email
- Create a checklist or summary
- Brainstorm ideas for a lesson or project
- Turn messy notes into clear action items

3. Your MAGIC Reminder

Make it Clear → **Add** Context → **Give** Examples → Include Format → **Check** & Change

Thank you!

Evelyn Cassano

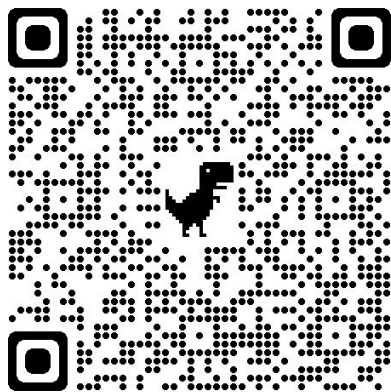
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RESOURCES

[AI Quick Wins](#)

[Webinar Slides](#)



[AI Quick Wins](#)

[Webinar Handouts](#)

