

# Use AI to Organize Legal or Official Information

Use AI to organize notes and prepare better official or legal questions.

*Usa IA para organizar notas y preparar mejores preguntas oficiales o legales.*

AI 101: AI in Your Life

## Today You Can:

*Hoy puedes:*

Use AI to organize notes and prepare better official or legal questions.

*Usa IA para organizar notas y preparar mejores preguntas oficiales o legales.*

# Key Words for Today

*Palabras clave de hoy*

**timeline**

**document**

**appointment**

documento

cita

**question**

**record**

**organize**

# Demo: Try These Prompts

*Demostración: Prueba estos mensajes*

**TRY THIS:**

*PRUEBA ESTO:*

▶ Make a checklist of documents to bring for an office appointment about housing, school, or benefits. Keep it general and simple.

▶ Turn these notes into a simple timeline with dates and actions: [paste short sample notes].

▶ Write 5 clear questions I can ask a lawyer or office worker about my case or appointment.

# Follow These Steps

*Sigue estos pasos*

- 1** Choose a safe sample topic or remove private details. Elige un tema seguro de ejemplo o quita los datos privados.
- 2** Ask AI for a checklist or timeline. Pide a la IA una lista o cronograma.
- 3** Read the result and fix anything that looks wrong. Lee el resultado y corrige lo que no se vea bien.
- 4** Write one important question to ask a real helper. Escribe una pregunta importante para hacer a un ayudante real.
- 5** Save your notes for the appointment. Guarda tus notas para la cita.

# Guided Practice

## *Práctica guiada*

- Choose a safe sample topic or a personal situation without private details.
- Ask AI for a document checklist.
- Ask AI to organize your notes into time order.
- Practice one question aloud on your own.

# Independent Practice

## *Práctica individual*

- Make one checklist or one timeline you can really use.
- Save it in Notes.
- Circle or highlight the one question you most need to ask.

# Try This Now

*Prueba esto ahora*

**TRY THIS:**

*PRUEBA ESTO:*

- ▶ Make a simple checklist for an office appointment.
- ▶ Put these notes in date order.
- ▶ Write 4 questions I can ask a lawyer or office worker.

# If you need more to do

*Si necesitas más por hacer*

- Ask AI for a general "documents to bring" checklist for a housing or benefits appointment (no personal details).

*Pide a la IA una lista general de documentos para llevar a una cita de vivienda o beneficios (sin datos personales).*

- Give AI 3 short notes with dates and ask it to put them in order as a simple timeline.

*Dale a la IA 3 notas cortas con fechas y pide que las ponga en orden como cronograma sencillo.*

- Ask AI to write 5 clear questions you could ask a lawyer or office worker (general topics only).

*Pide a la IA que escriba 5 preguntas claras para un abogado o empleado de oficina (solo temas generales).*

- Ask: "What is a timeline? How can it help me prepare for an appointment?"

*Pregunta: ¿Qué es un cronograma? ¿Cómo me ayuda a prepararme para una cita?*

- Ask AI to organize 4 "to-do" items into "before the appointment" and "day of" lists.

*Pide a la IA que organice 4 tareas en listas de antes de la cita y día de la cita.*



## Safety Reminder

*Recordatorio de seguridad*

Do not share passwords, ID numbers, bank details, or private health records with AI tools.

*No compartas contraseñas, números de identificación, datos bancarios ni información médica privada con herramientas de IA.*

# Before You Leave Today

*Antes de irte hoy*

Show one organized list or timeline. Read one clear question aloud. State one reason AI cannot replace a lawyer or official worker.

*Di una razón por la que la IA no puede reemplazar a un abogado o trabajador oficial.*