



SAVE TIME & WORK SMARTER

5 SIMPLE WAYS TO USE Ai



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A Quick-Start Guide for Faith-Based Coaches, Counselors, and Creatives
Welcome to the world of AI – it’s simpler than you think.

You don’t have to be “techy” to use artificial intelligence tools like ChatGPT or Claude. In fact, you can try them for free right now.

Try these free tools:

- ChatGPT by OpenAI: <https://chat.openai.com>
- Claude by Anthropic: <https://claude.ai>

Sign up for a free account, log in, and take a look around. There’s no pressure. Just explore. Click a few buttons. Type something into the chat and see what happens. It’s okay to be curious – even a little awkward. That’s how we learn.

Once you’ve signed up and peeked around, come back to this guide. These 5 simple tasks will show you how to start using AI to support your calling, save time, and work smarter – all without losing your personal touch.

Create Content Outlines in Seconds

Whether you're planning a course, podcast, workshop, or email series, AI can give you a clear outline fast.

Prompt to try: "Create an outline for a 4-week devotional on confidence and faith, adding two relevant scriptures."

Summarize Long Texts or Notes

Too much info? Let AI distill it for you. Paste a chunk of text, and it will give you a clear summary.

Prompt to try: "Summarize the key points of this article in 5 sentences for a weekly newsletter." (Then copy and paste the article.)

Brainstorm Ideas for Titles, Hooks, or Themes

Whether naming a webinar or planning a sermon series, AI can fuel your creativity.

Prompt to try: "Suggest 10 title ideas for a Christian women's retreat focused on renewal."

Draft First Versions of Emails or Social Media Posts

Start with a prompt, then edit and personalize. It's like having a rough draft assistant in your pocket.

Prompt to try: "Write a friendly email inviting my list to a free live training on time management for busy professionals."

Generate Questions for Coaching or Small Groups

AI can help you develop thoughtful questions that spark deeper conversation and reflection.

Prompt to try: "Give me 5 deep coaching questions about discovering God's purpose for my life."



You don't have to master AI – just start.

These tools won't replace your voice, your calling, or the Holy Spirit's leading. But they can help you work smarter, free up your time, and support more people with excellence.

WHAT'S NEXT?

- Find more free training at: <https://pccca.org/free/>
- Watch Dr. Bush's free Introductory Coaching Masterclass at at: <https://pccca.org/getcertified/>