



AI & the Future of Work: Your Practical Starting Point

A clear guide to working smarter, building useful skills, and staying ready for change

Learn how to use AI thoughtfully while keeping your judgment in the lead.

SHAD EDDIE MONGRUE

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01

Why This Matters Now

AI is already part of some people's work, and many workers are weighing what it could mean for them. You can start learning without being an expert.

- ◆ Among workers who have used AI chatbots for work, 40% say they help them work more quickly¹.
- ◆ 29% say chatbots have been very or extremely helpful for improving work quality¹.
- ◆ 52% of U.S. workers say they are worried about AI's future impact in the workplace².
- ◆ Employers expect 39% of key job-market skills to change by 2030³.

AI can speed up a first draft, but a fast answer is not automatically accurate or useful. Your knowledge of the task, your workplace, and the people affected helps you spot what a chatbot misses. Start with a small job you understand, then check every part that matters. You do not need to master every tool; you need a sound way to test one. Next, try a low-risk task yourself.

INSIDE THIS BOOK

You'll try a useful first task, learn core ideas about AI at work, and follow a simple starter plan. You'll also explore ways to build skills and choose your next step.

02

Your First Quick Win

Try AI on a small, low-risk task today. Set aside a short stretch of time to ask a chatbot to organize work you already understand, such as turning notes into an outline.

- ◆ Choose a task where an outline or rough draft would help, and remove private or confidential details.
- ◆ Name the audience, goal, useful context, and format so the chatbot knows what response you need.
- ◆ Ask for an outline, then compare each point with your notes and mark gaps, errors, or unclear wording.
- ◆ Revise the result yourself and keep only what fits the task and your workplace rules.

For example, you might give a chatbot non-sensitive meeting notes and ask for key themes and follow-up questions. Compare its response with your notes instead of assuming it is correct. Notice which instructions helped and which parts still needed your judgment. The goal is to learn a process you can repeat, not to hand your responsibility to a chatbot. Next, get clear on the ideas behind that process.

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You've read the free pages. Here's what the rest of this book covers:

- 3 AI at Work, Made Simple
- 4 Your Seven-Day Starter Plan
- 5 Build Skills, Avoid Traps
- 6 Your Next Steps

BY THE END OF THIS SHELF, YOU WILL

- ◆ A practical way to test AI on a low-risk task.
- ◆ A clearer sense of when human review matters.
- ◆ Habits for protecting private information.
- ◆ A simple plan for practicing useful AI skills.
- ◆ More confidence as work changes.

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Sources for the free pages

Every statistic in this book is numbered and links to the page it came from. Each one was checked word for word against its source in October 2026. Figures can change as sources update. This book is for education and is not personal financial, legal, medical or professional advice.

- 1 **Pew Research Center**, Workers' experience with AI chatbots in their jobs (February 25, 2025). <https://www.pewresearch.org/social-trends/2025/02/25/workers-experience-with-ai-chatbots-in-their-jobs/>
- 2 **Pew Research Center**, U.S. Workers Are More Worried Than Hopeful About Future AI Use in the Workplace (October 7-13, 2024). <https://www.pewresearch.org/social-trends/2025/02/25/u-s-workers-are-more-worried-than-hopeful-about-future-ai-use-in-the-workplace/>
- 3 **World Economic Forum**, Future of Jobs Report 2025: The jobs of the future – and the skills you need to get them (2030). <https://www.weforum.org/stories/jobs-and-the-future-of-work/future-of-jobs-report-2025-jobs-of-the-future-and-the-skills-you-need-to-get-them/>