THE AI MASTERY SERIES · THE DOOR IN



Your First *7 Days*

The one formula and twenty prompts that change how you use AI — free, in the easiest English ever, one step a day.

T·W·D·F FORMULA 20 PROMPTS DAY BY DAY

EBENEZER DORMON

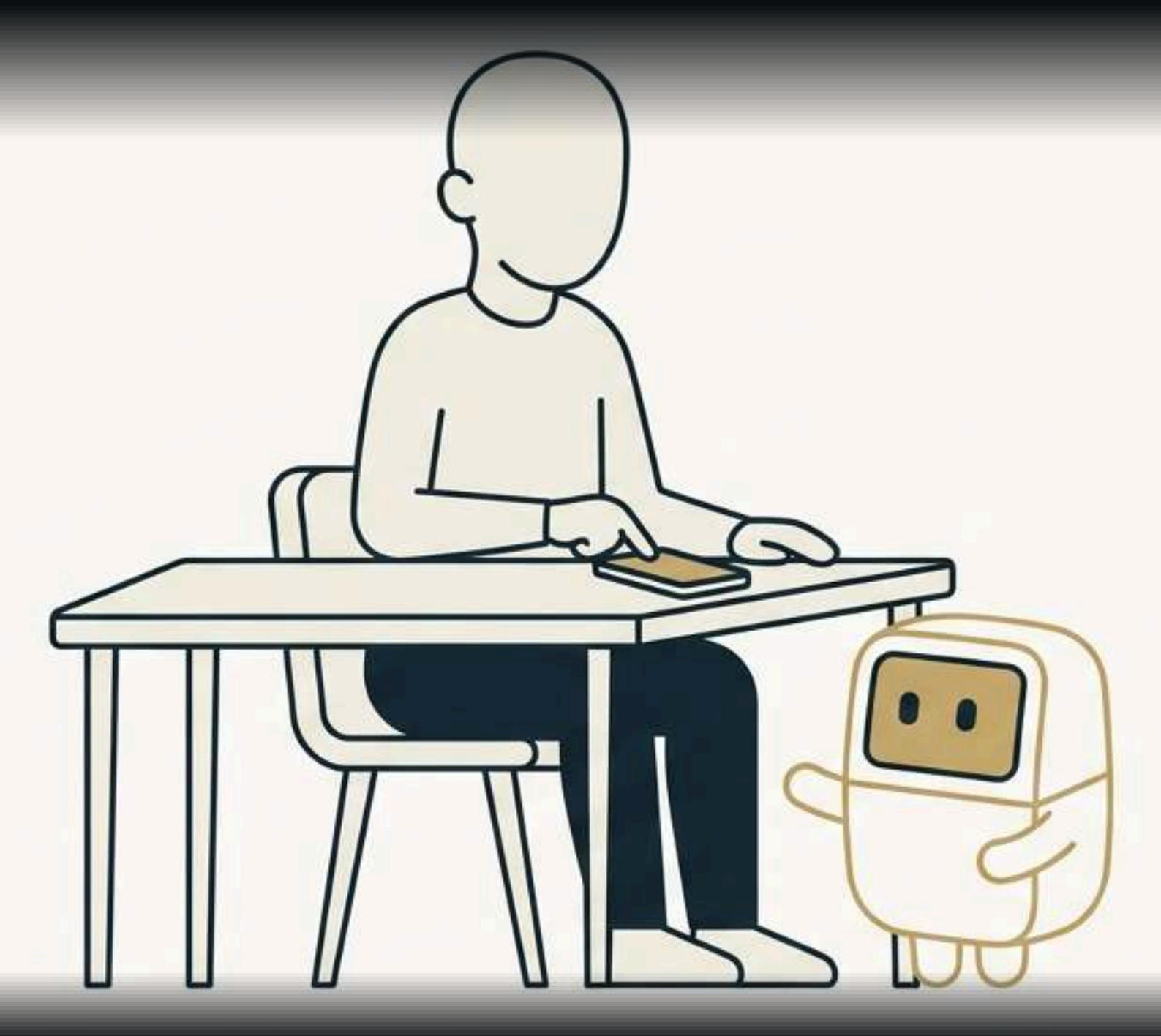
TRUST · VERIFY · PROTECT

Starter

Your First 7 Days

The door into the AI Mastery Series — seven days, fifteen minutes a day

“Most people use AI like a search box.
It has ten powers. Using only one
is like buying a car and only using the radio.”



FRONTISPIECE — THE HELPER: CLEVER, TIRELESS, AND COMPLETELY NEW ON THE JOB

PLATE 01

SEVEN DAYS, ONE STEP A DAY

You have AI on your phone. *You only ask it small questions.*

That is not a failure. Nobody showed you what the thing can actually do. This guide is the shortest honest answer: one formula, twenty prompts, one small job every day for a week.

- ✓ You have AI on your phone but only ask it small questions.
- ✓ You want results you can use this week — not theory.
- ✓ You don't like hard technical words.
- ✓ You want to try the method before buying the full series.

HOW TO USE THIS GUIDE

Read one step a day. Open your AI tool. Try the prompts. In seven days you will use AI better than most people around you.

It works on ChatGPT, Gemini, Claude, Copilot, Meta AI, Grok and others. Most of it works on the free versions.

FIFTEEN MINUTES A DAY

That is the whole cost. One formula, twenty prompts, seven small jobs — and by Sunday you will have a CV, a budget, a flyer idea and a plan you can actually use.

BEFORE DAY ONE

This guide is for you if… 003

Why I wrote this book — my story 005

THE SEVEN DAYS

1 What AI can really do 006

2 The magic formula · T-W-D-F 007

3 Bad asking vs good asking 008

4 Talk back: fix any answer 009

5 20 ready prompts 010

6 Stay safe and smart 013

7 Your 7-day plan 014

THE TOOLKIT

The 7-Day Check — five questions 016

What's next — and your GH¢49 credit 017

About the author 018

Colophon & plates 019

HOW THE WEEK IS LAID OUT

Every day is one page and one small job. Read the day, then do the day — the reading alone has never changed anyone's week.

WHY I WROTE THIS BOOK

I did not start *as an AI expert*.

I started tired, frustrated and close to giving up.

Every part of my business was manual. Video content, audio transcription, design, my affiliate marketing: I did it all by hand. It took long, painful hours, and at the end of most months there was very little to show for them.

Then I learned to stop asking AI small questions and start giving it jobs. The first flyers and logos it helped me design won paying clients. The hours I used to lose came back. Nothing about me changed — my *approach* changed.

That is why this guide exists, and why it is free. I would rather you try the method for a week and see it work than take my word for it.

And one warning, because I care more about your money than your applause: AI can be confidently wrong, and it can cost you money and your reputation. So this guide teaches you to ask better **and** to check better.

THE WHOLE SERIES IN ONE LINE

“The tool is not the difference. Your approach is.”

EBENEZER DORMON

CEO · OGIA VERIDION CORE

DAY 1 · WHAT AI CAN REALLY DO

Most people use AI *like a search box*.

But it has ten powers. Using only one is like buying a car and only using the radio.

#	POWER	WHAT YOU GET
1	**Talk & think**	Explains anything, gives advice, helps you plan and decide
2	**Search the internet**	Finds today's prices, news and facts, and shows its sources
3	**Write documents**	Full CVs, letters, proposals and business plans
4	**Do numbers**	Budgets, profit calculators and sales trackers that work
5	**Make slides**	Presentations for a bank, a school, a church or your staff
6	**Draw pictures**	Logos, flyers, product images and adverts
7	**Speak with a voice**	Turns your words into voice-overs and audio adverts
8	**Build websites**	Simple pages and tools with a WhatsApp order button
9	**Read your files**	Checks contracts, summarises reports, improves your CV
10	**Remember your work**	Keeps your projects so you can improve them later

> *In very simple words: stop asking AI questions only. Start giving it jobs — write this, calculate this, design this, check this.*

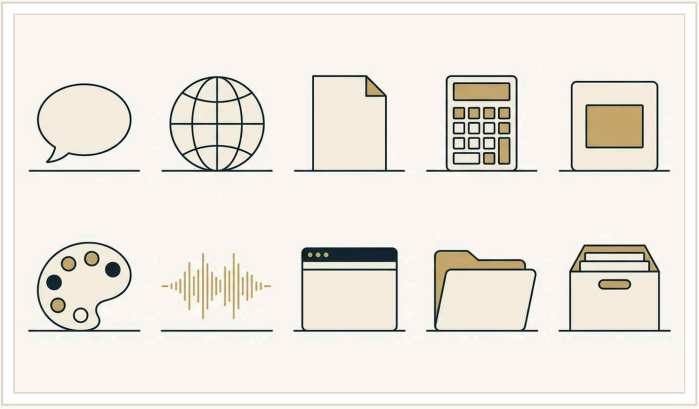


PLATE 02 TEN POWERS. MOST PEOPLE ONLY EVER USE THE FIRST ONE.

DAY 2 · THE MAGIC FORMULA

Every great prompt *has four parts*.

Remember them as **T-W-D-F**: Task, Who, Details, Format. Miss one and the answer drifts.

PART	ASK YOURSELF	EXAMPLE
T · Task	What do I want made?	A business plan
W · Who	Who will read it?	A bank manager
D · Details	What facts matter?	Bakery in Kumasi, GH¢20,000 budget, 3 workers
F · Format	What shape should it come in?	5 pages, simple English

COPY & PASTE THIS

Make a business plan (TASK) for a bank manager (WHO). It is for a bakery in Kumasi with a GH¢20,000 budget and 3 workers (DETAILS). Give it to me as 5 pages in simple English (FORMAT).

IN VERY SIMPLE WORDS

Talk to AI like a smart new worker on their first day. They are clever, but they don't know your business yet. Tell them everything they need.

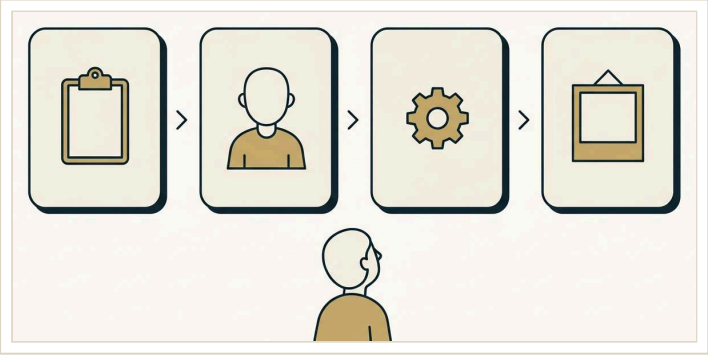


PLATE 03 FOUR PARTS. THERE IS NO FIFTH.

MY NEXT PROMPT, IN FOUR PARTS

DAY 3 · BAD ASKING VS GOOD ASKING

Same tool. Same person. *Very different results*.

Look at the left column, then the right. Nothing changes except the amount of information, and the person you ask the AI to be.

WEAK PROMPT	STRONG PROMPT
“Write a CV.”	“Act as a professional recruiter. Rewrite my CV for a sales job at a bank in Accra. I have 3 years in retail. One page, modern, simple English.”
“Give me business ideas.”	“Give me 5 business ideas I can start in Kumasi with under GH¢2,000, working evenings only. For each: start-up cost, likely monthly profit and biggest risk. Put it in a table.”
“Make a flyer.”	“Design a flyer for my weekend salon promo in Tema: 20% off braids, Saturday only. Elegant black and gold. Leave space for my phone number.”
“Write a cover letter.”	“Act as a hiring manager in a Ghanaian bank. Write a cover letter for the attached advert. I am a ____ with ____ years of experience. Half a page, warm but formal.”
“Give me a post for my shop.”	“Write 3 WhatsApp status posts for my ____ shop. Each under 40 words, one with a price, one with a deadline, one with a customer story. Simple English.”

POWER WORDS

“Act as a ___.”	Gives you an expert's view.
“Ask me questions first.”	AI interviews you, then does a better job.
“Show your sources.”	So you can check facts instead of trusting them.
“Be honest, not polite.”	Real feedback instead of flattery.

ONE EXTRA MOVE

Before you ask for anything big, type:

“ASK ME 5 QUESTIONS THAT WOULD MAKE YOUR ANSWER BETTER.”

Answer them, then ask. The result jumps a grade, and you did no extra work.

REWRITE ONE WEAK PROMPT OF MY OWN · TODAY

DAY 4 · TALK BACK

The first answer *is a draft*.

Professionals improve it in two or three short replies. You are not being rude — you are being the boss.

IF THE ANSWER IS…	SAY THIS
Too long	“Make it shorter. Keep the main points.”
Too hard	“Use simpler English, like for a 12-year-old.”
Too general	“Make it specific to Ghana, with cedi prices.”
Almost right	“Keep everything. Only change ___.”
Not exciting	“Give me 3 more options and pick the best one.”
Doubtful	“Check your facts and show your sources.”

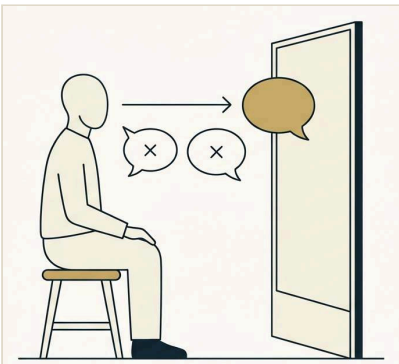


PLATE 04 THE THIRD REPLY IS USUALLY THE GOOD ONE.

QUICK WIN · TODAY

Take any answer you got today and improve it three times with the phrases above. Watch how much better it gets — and notice that you did not install anything to do it.

MY BEST ANSWER TODAY, MADE BETTER THREE TIMES

DAY 5 · 20 READY PROMPTS · 01–05

Copy, fill the blanks, *and send*.

Twenty prompts for real work. Every ___ is yours to fill. Save the ones you like in your phone notes — that is your first prompt library.

MONEY & BUSINESS

01 Give me 10 small business ideas I can start in Accra with less than GH¢3,000. For each one, tell me the start-up cost, possible monthly profit and the biggest risk. Put it in a table.

02 Act as a strict business advisor. Here is my business idea: ___. Find every weakness and risk. Be honest, not polite.

03 Create a simple budget table for my business. Starting money: GH¢ ___. Monthly costs: ___. Selling price: ___. Show me when I will break even.

04 Write a short business plan for a ___ business in ___. Include customers, competitors, costs, prices, marketing and a 6-month plan.

05 Search the internet for grants and funding open to small businesses in Ghana right now. List the name, amount, deadline and link. Show your sources.

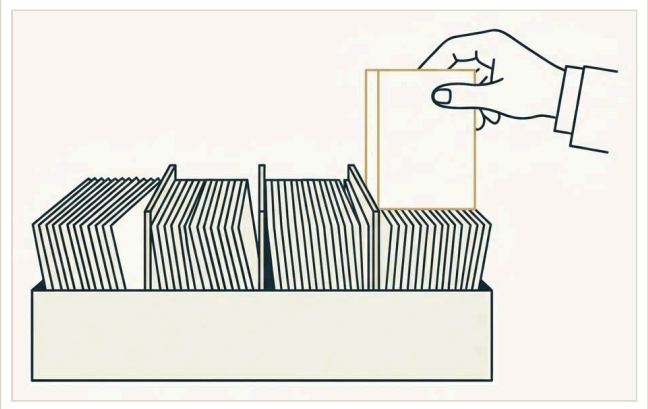


PLATE 05 TWENTY CARDS. MINUTES TO WRITE, YEARS OF USE.

DAY 5 · 20 READY PROMPTS · 06–14

Selling, and getting hired. *Same formula*.

MARKETING & SELLING

06 Write 7 days of WhatsApp status posts for my ____ business. Short, friendly, each with a clear call to action.

07 Design a logo for my business called ____. It sells ____. I like the colours ____. Modern and simple.

08 Create a flyer image for my ____ promo. Main message: ____. Leave space for my phone number.

09 Write 5 short slogans for my business ____ and explain why each one works.

10 Write a short product description for ____ that makes someone want to buy today. Simple English, no big grammar.

JOBS & CAREER

11 Act as a professional recruiter. Rewrite my CV (pasted below) for a ____ job. One page, modern, simple English.

12 Write a cover letter for this job advert: ____. My experience is ____. Half a page.

13 Ask me 10 likely interview questions for a ____ job, one at a time, and give me honest feedback after each answer.

14 What skills will be most in demand in Ghana in the next 3 years? Search the internet and show your sources.

DAY 5 · 20 READY PROMPTS · 15–20

Learning anything, *and running your life*.

LEARNING

15 Teach me ___ like I am 12 years old. Use examples from daily life in Ghana.

16 Make me a 30-day plan to learn ___ from zero, with one small task per day.

17 Quiz me on ___ with 10 questions. Wait for my answer each time and tell me if I am right.

DAILY LIFE

18 Write a polite but firm letter to my landlord about ___.

19 Read this agreement (pasted below) and list anything risky for me, in simple English.

20 Make me a monthly household budget. My income is GH¢ ___. My main costs are ___. Show where I can save.

WHAT TO DO WITH YOUR FAVOURITE PROMPT

Change one line of it every time you use it. The prompt stays yours, the work stays fresh, and you stop starting from an empty box.

> *Twenty is enough to start. The people who look like experts are simply the ones who kept their best five.*

DAY 6 · STAY SAFE AND SMART

Three rules *before the good stuff*.

AI is a powerful helper with three sharp edges. Learn them today, before a mistake costs you money or your name.

1 · AI CAN BE WRONG

It sometimes sounds very sure about something false. Always check important facts, numbers, prices and laws. Open the source it gives you — if there is no source, there is no fact.

2 · NEVER SHARE SECRETS

Never type your Mobile Money PIN, passwords, card numbers or ID numbers into any AI tool. Not to “test” it, not because it asked nicely.

3 · YOU ARE THE BOSS

AI gives you drafts, ideas and calculations. You add judgement, local knowledge and the final decision. Your name goes on the work, so your eyes must see it last.

BEFORE YOU SEND ANYTHING IT WROTE

Check the numbers	Add the column yourself. AI can invent a total.
Check the names	Yours, the client's, the company's — spelled right.
Check the facts	One phone call or one source beats one confident sentence.
Check the tone	Would you say this out loud to the receiver?



PLATE 06 CHECK THE FACT. GUARD THE PIN.

DAY 7 · YOUR SEVEN-DAY PLAN

Seven days. *Fifteen minutes a day*.

If you have not done a day yet, do it now. The whole week is below — and it fits in a lunch break.

DAY	DO THIS
1	Ask AI to explain something from your work “like I'm 12”.
2	Write your CV, a letter or a proposal using T-W-D-F.
3	Build a budget or sales tracker table for your money or business.
4	Design a flyer or logo idea for your business or church event.
5	Search for real prices or grants. Ask for sources, then check one yourself.
6	Take one answer and improve it five times by talking back.
7	**Combo move:** ask for a mini business plan, a price list and a WhatsApp post in one request.

AFTER DAY 7

You now use AI better than most people around you. But you have only seen the beginning: the full series takes you all the way, and the page after your check shows you the path.

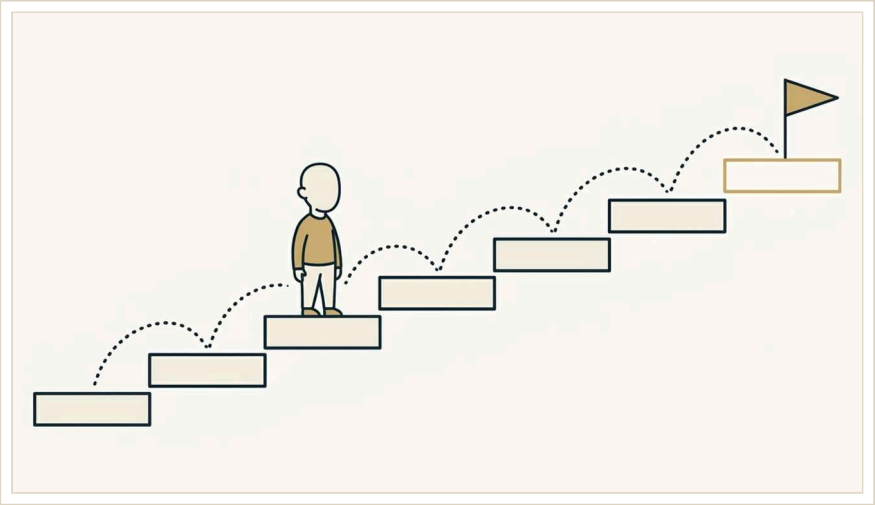


PLATE 07 SEVEN STEPS. THE FLAG IS A HABIT, NOT A CERTIFICATE.

THE TOOLKIT

The part you *keep open*.

Everything before this page was a day. Everything after it is a tool — a five-question check you can score in two minutes, and the honest path if you decide you want the rest.

01	02	03	04
THE FORMULA	**THE PROMPTS**	**THE CHECK**	**WHAT'S NEXT**
Task · Who · Details · Format. Four parts, every time.	Twenty, in five groups, ready to fill and send.	Five questions that prove the week worked.	The series ladder, and the credit you already own.

WHAT TO DO WITH THIS GUIDE NOW

- ☐ Take the check on the next page before you turn anything else.
- ☐ Save the three prompts you actually used into your phone notes.
- ☐ Show one person what you made this week. Teaching fixes learning.
- ☐ If you buy nothing else, keep this file — the formula still works.

PRO TIP

Retype the T-W-D-F formula at the top of your notes app and leave it there. The people who get good at this are not the ones who read the most — they are the ones who stopped writing one-line prompts.

> A beginner asks questions.
> The rest of us give *jobs* —
> and this is where that starts.



THE 7-DAY CHECK 016
WHAT'S NEXT & YOUR CREDIT 017
ABOUT THE AUTHOR 018
COLOPHON & PLATES 019

FIVE QUESTIONS · ONE POINT EACH

Did the week *actually land?*

QS

All five answers are in this guide. Score five and you are using AI the way the full series assumes. Score under three: repeat the day that question came from, then keep going.

01 In the T-W-D-F asking formula, the D stands for:

☐ A Deadline ☐ B Details ☐ C Discount

02 Most people use their AI helper like a:

☐ A Search box ☐ B Teacher ☐ C Business partner

03 The first answer is a draft. The guide says professionals improve it in:

☐ A 2 or 3 short replies ☐ B 30 long replies ☐ C A brand new app

04 AI sometimes sounds very sure about something false. The guide says:

☐ A Trust it fully ☐ B Always check the facts ☐ C Avoid the tool

05 The Day 7 combo move asks for three things in ONE request. They are:

☐ A A song, a poem and a joke ☐ B A mini business plan, a price list and a WhatsApp post ☐ C 30 emails

MY SCORE ☐ ☐ ☐ ☐ ☐

ANSWERS

1 B · 2 A · 3 A · 4 B · 5 B

BE HONEST WITH THE SCORE

A five you gave yourself is worth nothing if you cannot show the work. Open your phone, find the CV, the budget or the flyer you made this week — that is the real answer sheet.

THE DOOR IN

This guide is the doorway. *The series is the house.*

Seven days teaches you the formula. The three books are what you do with it: use AI properly, build systems around it, then turn it into value the world pays for.

THE FULL SERIES

Book I · From 5% to 100% — all 10 powers, money ideas, 30-day plan	GHS 99
Book II · From 100% to Elite — systems, checking, automation, agents	GHS 149
Book III · The Irreplaceable Human — value, clients abroad, pricing	GHS 199
The Complete Series · all three books, 115 pages, 50+ prompts, three action plans	GHS 299

YOUR GH¢49 STILL COUNTS

If you bought this guide, take the Complete Series and the GH¢49 you paid is taken off the price. Message the author on WhatsApp with the word **QUICKSTART** before you pay, and the credit is applied.

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> Start Day 1 today.
> *Not when you are ready.*

THE AUTHOR

Ebenezer *Dormon*.

Ebenezer Dormon is the CEO of Ogia Veridion Core, an AI compliance company that helps people and businesses use AI safely, honestly and profitably. The company also builds apps that produce verifiable data and outputs, using AI agents and modern AI-assisted development.

His journey began the hard way: years of manual, time-consuming work in content creation, design and affiliate marketing, with little to show for it. Everything changed when he learned a better approach to AI. His first AI-designed flyers and logos won him paying clients, and started the journey that led to this series.

Today he teaches everyday people, entrepreneurs and businesses in Ghana, across Africa and around the world to use AI with skill and with honesty: get real results, and verify everything.

> “The tool is not the difference.
> Your approach is.”

WHERE THE SERIES GOES NEXT

Book I · From 5% to 100% — the ten powers, used properly	GHS 99
Book II · From 100% to Elite — systems that run without you	GHS 149
Book III · The Irreplaceable Human — becoming the asset	GHS 199
All four together · the complete series	GHS 299

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THE LAST PAGE

The tool is not the difference. *Your approach is.*

PLATES IN THIS EDITION

01	Frontispiece — the helper	002
02	The ten powers	006
03	The four parts of a prompt	007
04	Talking back to a draft	009
05	Twenty cards in a box	012
06	Check the fact, guard the PIN	013
07	Seven steps	014

If you only keep one page of this guide, keep Day 2. The formula outlives every tool in it, and every tool you will ever be shown.

Your First 7 Days — the free starter of The AI Mastery Series, 2026.
Written by Ebenezer Dormon · Ogia Veridion Core · Accra, Ghana.
Set in Iowan Old Style, Palatino and Helvetica system stacks. No external fonts, no network calls — the file renders identically offline, in a reader, and in print.
Free edition: share this file with anyone who needs it. The three paid books are sold only from the author's store.

PASS IT ON

This file is free. Send it to one person who is still using AI like a search box. If you want the rest of the path — the ten powers, the systems, and the value the world pays for — message **020 690 9045** on WhatsApp or email **edormon2023@gmail.com**.



TRUST · VERIFY · PROTECT

AI tools change. The formula in this guide does not.