

Artificial Intelligence 101

12 AI Concepts You Need to Master in 2026



Anil Inamdar

DON'T FORGET TO SAVE

AI Agents

WHAT IT IS:

- Autonomous systems that plan, act, and complete workflows without human help.



WHEN TO USE IT:

- To automate research, scheduling, content creation, or customer engagement.

Tools:

- CrewAI
- OpenAI
- LangChain
- Agents
- ChatGPT
- AutoGen

Agentic AI

WHAT IT IS:

- AI that can reason, adapt, and self-correct across changing scenarios.



WHEN TO USE IT:

- For complex multi-step tasks like analysis, strategy planning, or testing.

Tools:

- OpenAI o1
- ReAct
- Claude 3.5
- DSPy

RAG (Retrieval-Augmented Generation)

WHAT IT IS:

- Enhances AI with live or private knowledge from external data sources.



WHEN TO USE IT:

- For customer support, internal knowledge bases, or real-time analytics.

Tools:

- Pinecone
- LlamaIndex
- Weaviate
- Elasticsearch
- Haystack

Workflow Automation

WHAT IT IS:

- Connecting multiple apps so repetitive tasks run automatically.



WHEN TO USE IT:

- For data syncing, onboarding, email follow-ups, or reporting.

Tools:

- Make
- Bardeen
- Zapier
- Pipedream
- n8n

Prompt Engineering

WHAT IT IS:

- The art of designing structured prompts to guide AI effectively.



WHEN TO USE IT:

- Whenever you need precision, creativity, or technical accuracy in outputs.

Tools:

- ChatGPT
- Perplexity
- Claude
- PromptPerfect
- Gemini

LLM Management

WHAT IT IS:

- Monitoring model performance, cost, and reliability across your AI stack.



WHEN TO USE IT:

- When deploying multiple models or optimizing AI operations.

Tools:

- Weights & Biases
- TruLens
- Arize AI
- PromptLayer
- Helicone

AI Tool Stacking

WHAT IT IS:

- Combining AI tools to build a connected and scalable workflow.



WHEN TO USE IT:

- To create multi-app automation for marketing, data, or development.

Tools:

- Notion AI
- Airtable AI
- ClickUp AI
- Zapier AI
- Make

Multimodal AI

WHAT IT IS:

- AI that handles text, audio, images, and video seamlessly.



WHEN TO USE IT:

- For creative campaigns, product demos, or vision-based applications.

Tools:

- Claude 3.5 Sonnet
- Gemini 1.5 Pro
- Stable Audio
- Pika
- OpenAI Vision

AI Content Generation

WHAT IT IS:

- Creating large-scale written, visual, and audio content using AI.



WHEN TO USE IT:

- To produce blogs, short videos, ads, or podcasts rapidly.

Tools:

- Descript
- Synthesisia
- OpusClip
- HeyGen
- ElevenLabs

AEO / GEO (AI Search Optimization)

WHAT IT IS:

- Optimizing content for AI-driven search engines and chatbots.



WHEN TO USE IT:

- When you want your business to appear in ChatGPT or Perplexity results.

Tools:

- Searchable
- NeuronWriter
- Outranking
- Screaming Frog

AI Integrations & APIs

WHAT IT IS:

- Connecting AI models and tools through APIs to enhance workflows.



WHEN TO USE IT:

- For developing one or many end-to-end AI-powered apps.

Tools:

- OpenAI API
- LangSmith
- Anthropic API
- Supabase
- HuggingFace

Autonomous Workflows

WHAT IT IS:

- Fully self-running workflows managed by AI agents and triggers.



WHEN TO USE IT:

- For handling business operations or content pipelines with zero supervision.

Tools:

- CrewAI
- Taskade AI
- LangGraph
- ChatDev
- AutoGPT

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12 AI SKILLS TO LEARN IN 2026

By Andrew Bolis | Visit FreeGuides.cc

1. Prompt Engineering

Learn to write clear, task-specific prompts that help AI models like ChatGPT, Claude, and Gemini produce accurate and useful results.



2. AI Workflow Automation

Use tools like Zapier, Make, and n8n to connect apps and set up time-saving automation; no coding is needed.



3. AI Agents

Build multi-agent systems using platforms like LangGraph, AutoGen, and CrewAI to complete tasks that require reasoning, coordination, and memory.



4. Retrieval-Augmented Generation (RAG)

Connect AI models to your own data using different frameworks to generate more accurate, source-backed answers.



5. Multimodal AI

Use advanced models like ChatGPT, Claude, Gemini, and Grok that can understand text, images, code, and audio in a single chat.



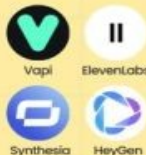
6. Fine-Tuning and AI Assistants

Create domain-specific AI assistants or fine-tune models using platforms like OpenAI GPT Builder, Hugging Face, and Cohere.



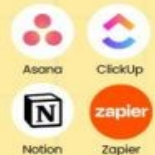
7. Voice AI and Avatars

Generate realistic voiceovers and talking avatars for videos or training using tools like ElevenLabs, HeyGen, and Synthesia.



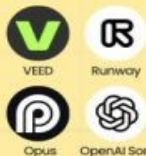
8. AI Tool Stacking

Combine platforms like Notion, ClickUp, Zapier, and Asana to build custom AI workflows across various tasks and automation.



9. AI Video Content Generation

Turn text or scripts into videos using tools like Runway, VEED, and Opus. Add voice, edit scenes, and create content faster.



10. SaaS Development

Use no-code builders like Bubble, Cursor, and Lovable to build lightweight SaaS apps with AI features and real user workflows.



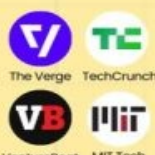
11. LLM Management

Track accuracy, latency, and cost using platforms like PromptLayer, Helicone, and TruLens to improve how your AI performs.



12. Staying Updated

Follow top tech sites like TechCrunch, The Verge, and MIT Tech Review to stay on top of news, product updates, and breakthroughs.



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55+ AI TOOLS FOR ENTREPRENEURS

BRAINSTORMING



LEARNING



PRESENTATIONS



ANALYSIS



EMAIL MANAGEMENT



MEETINGS



RESEARCH



DIGITAL WORKSPACE PRODUCTIVITY MANAGEMENT

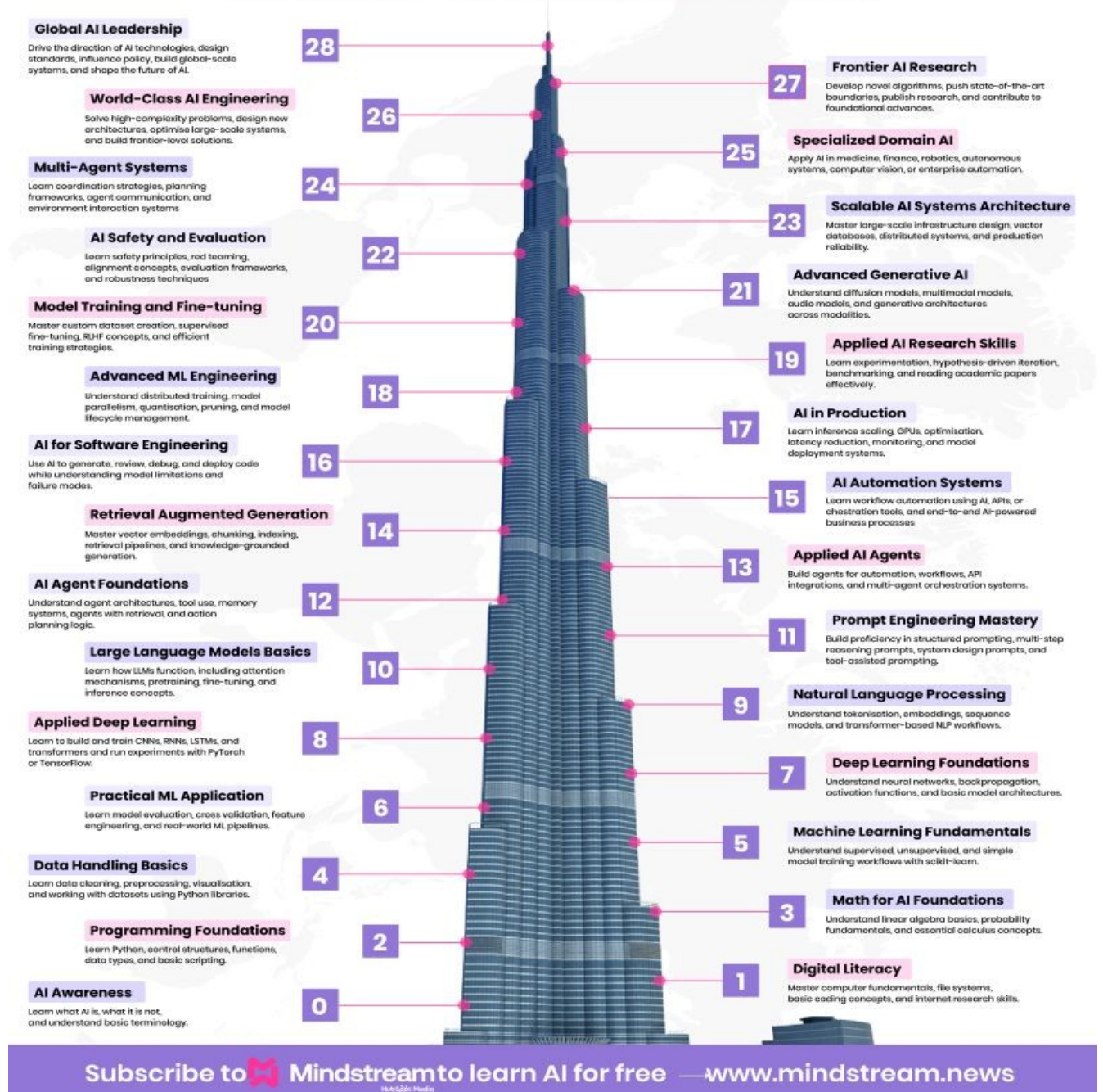


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28 Levels Of AI Mastery

Complete Path From Zero to World Class in AI



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135+ AI TOOLS THAT YOU CAN LEVEL UP WITH, BEFORE IT'S TOO LATE					
WEBSITE	VIDEO	RESEARCH	IMAGE	COPYWRITING	MEETING
10Web Durable Divi AI Hostinger Framer Wix ADI	Klap Opus Eightify Invideo Heygen Runway	Claude ChatGPT Perplexity Bing Chat Clearscope Marketmuse	Leap AI Gencraft Segmind MidJourney Clarif AI Zapier	RYTR Copy AI Writesonic SurferSEO Wordtune Crayon	TLDV Otter Notify AI Fireflies Airgram Fathom
SEO	DESIGN	PROMPTS	CHATBOT	AUTOMATION	PRESENTATION
VidIQ Seona AI BlogSEO Serpstat Wordlift Alli AI	Flair AI Designify Clipdrop Autodraw Crello Snappa	FlowGPT Alicent AI Promptbox AI Dungeon Promptly Artbreeder	Droxy Chatbase Chatsimple Dialogflow Chatbot Chatfuel	Xembly Bardeen UIPath Blue Prism Marketo Drip	Decktopus Slides AI Gamma AI Designs AI BeautifulAI Lumens
LOGO	MARKETING	AUDIO	SMMA	STARTUP	PRODUCTIVITY
Looka LogoAI Brandmark Stockimg AI Namecheap Logaster	Trypencil Adcreative AdCopy Simplified Sendbird Mailchimp	Lovo AI Eleven Labs Descript Lyrebird Auphonic Sonic AI	Hootsuite Buffer Agorapulse SocialBee Loomly Zoho Social	Tome Webengage NameLix Pitchgrade Validator AI Airtable	Merlin Tinywow Notion AI Personal AI Asana Scalenut

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GENERATIVE AI A PRACTICAL LEARNING PATH (FREE)

🕒 50 minutes a day

📅 Now → Jan 26

🎓 Microsoft Free Learning Path

② Building Phase (HANDS-ON)



Build real apps

- Text generation apps
- Chat applications
- Vector search (Embeddings)
- Image generation
- Low-code GenAI apps
- Function calling & tool use

❌ NO EXCUSES:

- ✓ No expensive bootcamp
- ✓ No perfect timing
- ✓ No prior AI experience
- ✓ Just show up daily

Momentum > Motivation
Start today.

① Foundations (UNDERSTAND)

Learn



- What is Generative AI?
- How LLMs actually work
- Choosing the right LLM
- Responsible & Ethical AI
- Prompt Engineering (Basics → Advanced)

③ Production Thinking (REAL WORLD)

Learn

- UX design for AI apps
- Securing GenAI systems
- AI threats & risks
- LLM lifecycle & LLMOps
- RAG + Vector Databases



🔄 DAILY LOOP

Learn → Build → Improve → Repeat

🚀 BY JAN 26, YOU CAN:

- ✓ Build your first GenAI tool
- ✓ Talk confidently in AI interviews
- ✓ Replace doomscrolling with skills
- ✓ Prepare for 2026 AI / Agentic AI roles

— Brij Kishore Pandey

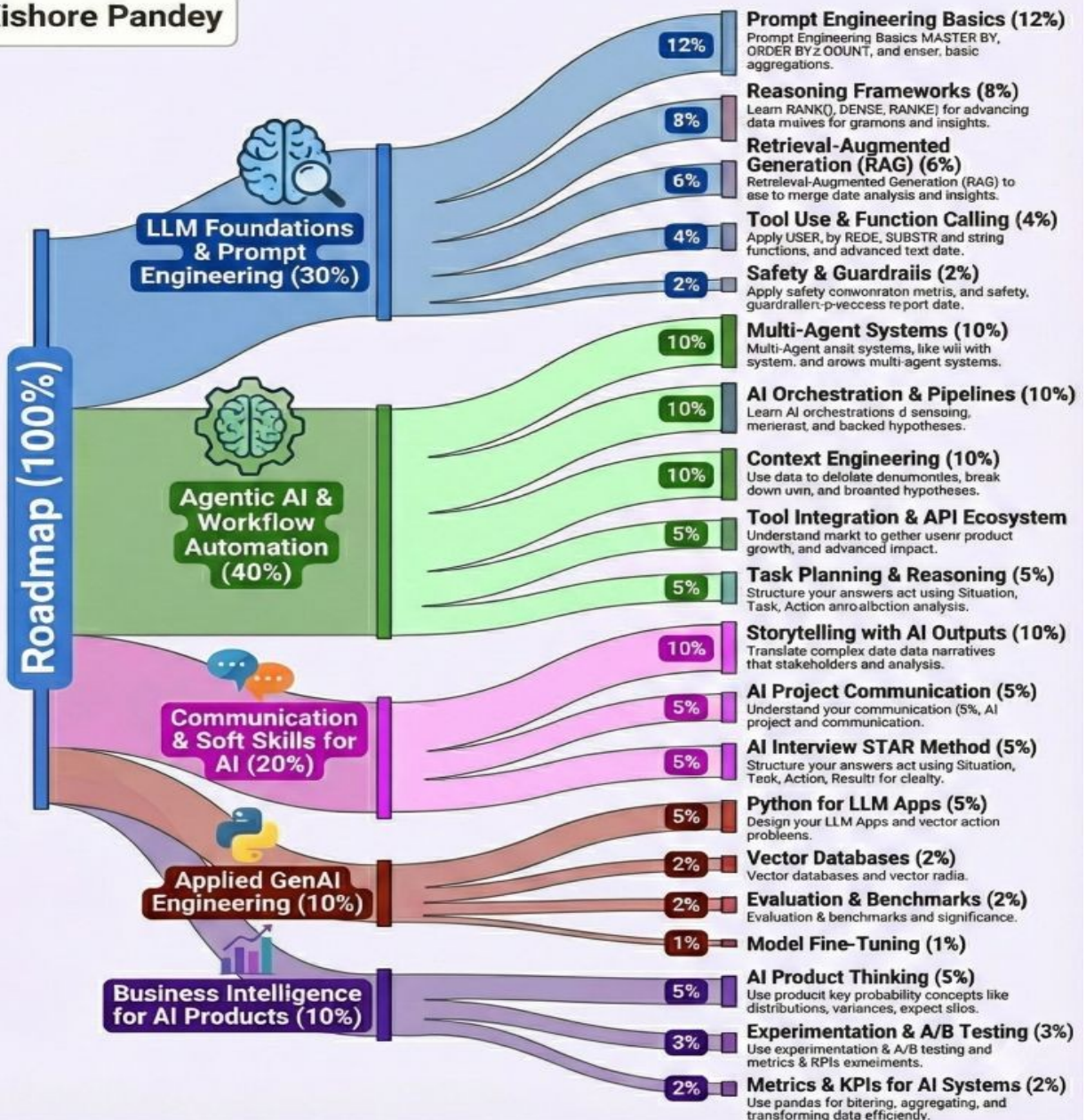
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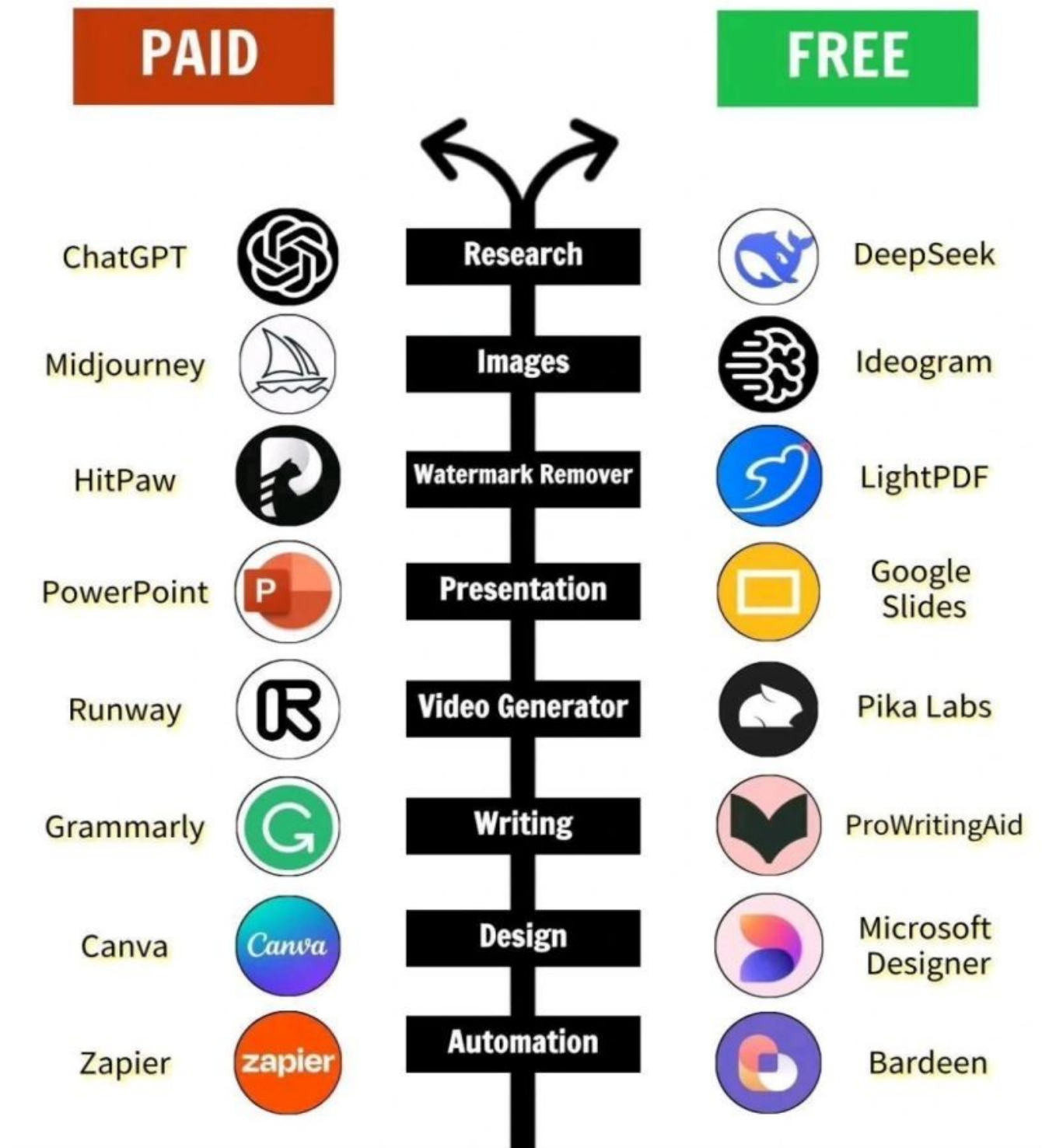
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Generative AI Skillset

Brij Kishore Pandey



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WHICH LLM TO CHOOSE?

Tool	What it does	Typical prompt	Best LLM
Search (Web Browsing)	Finds real-time info with sources.	"Find latest UK inflation figures."	 Perplexity
Deep Research	Multi-step synthesis with citations.	"Analyse top trends in B2B SaaS marketing for 2025."	 Gemini 2.5
Vision – Image Input & Generation	Upload and analyse or generate images.	"Analyse this chart for trends."	 ChatGPT-5
Vision – Video Input & Generation	Upload, analyse, or generate video content.	"Summarise key scenes in this marketing video."	 Gemini 2.5
Camera Mode	Guides you live via device camera.	"Help me fix this Excel formula."	 Google AI Studio
Voice Mode	Hands-free voice conversation.	"Summarise the news while I drive."	 ChatGPT-5
File Uploads	Summarises, answers questions on docs.	"Summarise this 80-page strategy deck."	 Claude Opus 4.1
Data Analysis (Code Interpreter)	Cleans, analyses, and visualises data.	"Plot sales from this CSV."	 Claude Opus 4.1
Canvas (Collaborative Workspace)	Live co-writing or coding.	"Create a landing page mock-up."	 Claude Opus 4.1
Memory (opt-in)	Remembers facts you set.	"Remember my preferred writing style."	 ChatGPT-5
Custom Instructions	Sets tone and style for all chats.	"Always use concise bullet points."	 ChatGPT-5
Projects	Groups related chats & files.	"Organise all Bootcamp launch materials."	 Claude Opus 4.1
Scheduled Tasks (Automations)	Sends reminders or runs actions.	"Remind me every Monday at 8am."	 Perplexity
Custom GPTs	Builds niche AI assistants.	"Create a GPT that writes sales emails."	 ChatGPT-5
Agent Mode	Executes tasks from research to booking.	"Plan my Tokyo trip with itinerary."	 Perplexity
Connectors	Links your LLM to external apps.	"Connect to my CRM and summarise latest sales pipeline."	 Claude Opus 4.1
Study and Learn Mode	Guides you through lessons, quizzes, and deep understanding of topics.	"Teach me intermediate Python with exercises and feedback."	 Gemini 2.5

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PROMPTING CHEAT SHEET FOR CHATGPT, PERPLEXITY, GROK & GEMINI

ChatGPT (by OpenAI)

Andrew Bolis
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Prompt Like an Instructor

Goal: Show how to improve email campaigns

Step-by-Step Prompting:



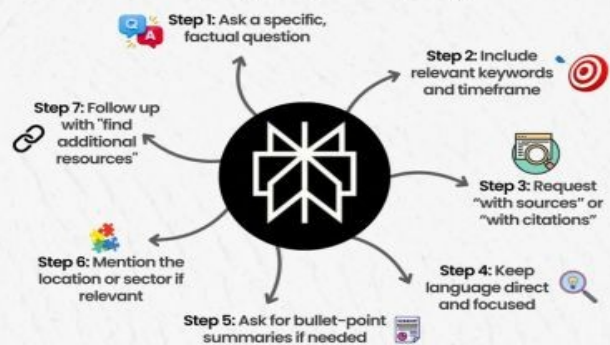
Best for: Role-based tasks, how-to guides, story-based content

Perplexity AI

Prompt Like a Research Analyst

Goal: Get current data on email marketing trends

Step-by-Step Prompting:



Best for: Competitive analysis, research, source-backed answers

Grok (by xAI)

Prompt Like a Candid Friend

Goal: Figure out why most email campaigns fail

Step-by-Step Prompting:



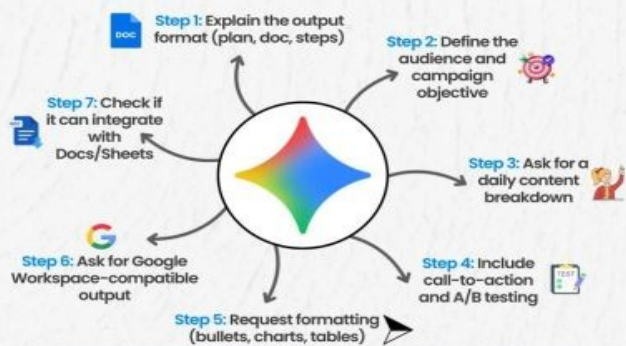
Best for: Sharp takes, informal views, punchy summaries

Gemini (by Google)

Prompt Like a Project Planner

Goal: Create a complete 7-day email sequence

Step-by-Step Prompting:



Best for: Organized outputs, project planning, workspace-compatible files



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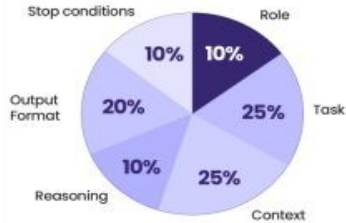
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Ultimate Google Gemini 3 Guide

What Matters In A Prompt?



RTCROS Prompt Framework Explained

Role	Define who the AI should act as (e.g., expert, teacher, coach).
Task	Specify the exact job or output you want the AI to complete.
Context	Give details, boundaries, and exclusions to guide the AI properly.
Reasoning	Ensure logical steps, accuracy, and validation checks.
Output Format	Tell ChatGPT the exact structure in which to return results.
Stop Conditions	Clarify when ChatGPT should consider the task finished.

Example Prompt

Act as a financial literacy coach & recommend 5 unique, beginner-friendly personal finance strategies for young professionals starting their first job.

- *Begin with a checklist of 3-7 steps outlining how you'll generate the recommendations.*
- *Exclude generic advice like "save money" or "create a budget" - focus on lesser-known but practical strategies.*
- *Prioritize accuracy by referencing established financial practices and widely accepted resources.*
- *Ensure each strategy includes a short explanation of why it matters and how to implement it.*
- *Return as a properly formatted numbered list with [Strategy | Why it matters | How to implement].*
- *Present 5 strategies, excluding generic ones, validated for accuracy, & written in clear, actionable language.*

Prompt Template

Act as [Role] to [Task].

- *Begin with a checklist of 3-7 steps to plan how you'll complete the task.*
- *Ensure the content is accurate, unique, and excludes [things to avoid].*
- *Prioritize clarity and practical value when presenting results.*
- *Internally validate & cross-check information before finalizing.*
- *Return the results in this format: [desired output format].*
- *The task is complete when [stop condition].*

What's new in Google Gemini 3?

- Google's most intelligent model, excelling in reasoning, multimodal tasks, and agentic workflows.
- Understands and processes text, images, audio, video, and code in a unified way for richer, context-aware interactions.
- Features advanced "Deep Think" mode for solving complex, multi-step problems with higher accuracy.
- Demonstrates improved tool use, autonomous coding, and seamless orchestration of multi-step tasks.
- Offers a massive context window (up to 1 million tokens) and industry-leading multimodal benchmark performance.

Models You Can Use

Fast Get answers fast	Thinking With Gemini 3 Pro Get answers with more reasoning
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Tools In Gemini

Use Google's nano banana pro model to create images from simple text prompts and reference images.

Create Images

Generate presentations, infographics, web pages, audio overviews, flashcards and more on any topic from a simple text prompt.

Canvas

Guided Learning

Helps you learn complex topics in a better way.

Visual Layout

Generates an immersive, magazine-style view of information, complete with photos and interactive modules.

Gems In Gemini

These are custom specialist AI assistants that help with you in specific topics.

Gems You Can Try:

- **Career Guide:** Get career growth assistance
- **Chess champ:** Play chess with AI
- **Storybook:** Create a customised picture book

You can also build your own Gems in Gemini from simple text prompts with AI.

Build Web Apps:

Build web apps with Gemini in Google AI Studio from simple text prompts and by using the available AI functionalities.

Do's

- Use concise and clear prompts for best results with Gemini 3.
- Use Gemini 3's multimodal capability to analyse and create visuals directly.
- Utilise Gemini 3 for complex multi-step workflows like coding, report generation, and planning tasks.
- Take advantage of Gemini 3's improved reasoning and factual accuracy in research and learning.

Don'ts

- Avoid adding overcomplicated prompts.
- Don't give different tasks with different contexts in one prompt.
- Do not use Gemini 3 for generating harmful or unsafe content, including violence or illegal activities.
- Avoid sharing sensitive or private data without understanding privacy and security implications.

Pros

- State-of-the-art reasoning, beating Gemini 2.5 Pro on all major benchmarks.
- Much stronger coding performance, with about 35% higher accuracy on real software tasks.
- Advanced multimodal understanding across text, images, and video.
- Supports very long contexts (up to around 1M tokens) for large data.

Cons

- Still hallucinates and needs fact-checking, with no major reduction in hallucination rate vs 2.5.
- Long-context reliability degrades beyond roughly 120-150k tokens, causing "summary drift."
- Structured outputs can be inconsistent under stress, hurting strict JSON or schema use cases.
- Vision and layout reasoning can struggle on dense dashboards or complex PDFs.
- Safety filters can be oversensitive, especially on finance or medical-style prompts.

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