








5 Days to Smarter Workflows with AI

Day 1	Set Up Your AI Toolkit
	<p>Choose and log into one or more AI tools: ChatGPT, Copilot, Gemini, Notion AI.</p> <p>Bookmark each platform in your browser or mobile app.</p> <p>Explore the interface - note where to input prompts or access templates.</p> <p>Optional: Join a community or forum (e.g., Reddit, Discord) to discover tips.</p>
Day 2	Automate Your Email Triage
	<p>Use AI to summarise and prioritise your inbox.</p> <p>Prompt: <i>"Summarize today's inbox and highlight high-priority items."</i></p> <p>Experiment with Copilot (Outlook), ChatGPT plugins, or Google Gemini if integrated.</p> <p>Create a label or tag for 'Handled by AI' messages.</p>
Day 3	Plan Tomorrow with AI
	<p>Use AI to convert your tasks into a time-blocked plan.</p> <p>Prompt: <i>"Create a 6-hour workday schedule with deep work in the morning and 3 tasks from this list."</i></p> <p>Try Notion AI or ChatGPT with a calendar assistant plugin.</p> <p>Export your AI-generated schedule to your calendar.</p>
Day 4	Use AI to Write or Summarise Content
	<p>Take a meeting transcript or document and ask AI to summarise.</p> <p>Prompt: <i>"Summarize this Zoom meeting and extract action items."</i></p> <p>Try voice-to-text tools if you don't have transcripts ready.</p> <p>Optional: Use AI to polish or edit your own writing for clarity and tone.</p>
Day 5	Build a Habit Loop
	<p>Choose one task you'll automate or assist with AI every day (e.g., email triage).</p> <p>Add a recurring calendar reminder: "Use AI for X at 9am."</p> <p>Reflect: What worked best? What saved the most time or stress?</p> <p>Note any resistance - adjust your tools or prompts to fit your style.</p>