



Personal AI Routine Builder

This worksheet will help you plan your day using AI to improve focus, reduce stress, and make steady progress on what matters.



Morning Setup

- Review today's calendar and reschedule conflicts
- Ask AI: 'What are my top 3 priorities today?'
- Summarize unread emails and highlight urgent items
- Block 90 minutes for deep work using AI scheduling tools.



Midday Focus Check

- Use AI to reprioritize tasks based on progress so far
- Prompt AI: 'Suggest a 25-minute focus sprint task'
- Reschedule any unfinished items from the morning block
- Review meeting notes or recaps via Zoom AI / Copilot.



End-of-Day Wrap-Up

- Prompt AI: 'Summarize today's accomplishments in 3 bullets'
- Reassign unfinished tasks and preview tomorrow's agenda
- Write a short journal reflection with AI assistance
- Insert buffer time and shutdown reminders for next day.



Build Your Routine

- List your personal energy peaks and lows
- Decide when to schedule focus, admin, and breaks
- Select AI tools to support each time block
- Use a planner or dashboard to visualise your routine.



Smart To-Do List Setup Guide

Prioritize, Focus, and Finish with AI Efficiency

Follow these five simple steps to build a dynamic, self-adjusting task list powered by AI

Step 1: Centralize Your Task Capture

- ☒ Choose one main location for all tasks:
 - Google Tasks
 - Microsoft To-Do
 - Notion Database
- ☒ Avoid sticky notes, random apps, and email flags!
Centralized capture = efficient AI prioritization.

Step 2: Turn Inboxes into Action Lists

- ☒ Enable AI task extraction in Gmail or Outlook:
 - Gemini and Copilot can detect tasks in emails.
- ☒ Create tasks directly from:
 - Action emails ("Please send the report by Friday.")
 - Meeting notes (Zoom AI, Teams Copilot, Otter.ai)
- ☒ Bonus: Use Notion AI to summarize discussions into action steps.

Step 3: Tag Tasks for Smarter Prioritization

- ☒ Label tasks by:
 - Urgency (High, Medium, Low)
 - Impact (Big Win, Admin, Personal)
- ☒ Pro Tip: Use energy-level tags like High Focus, Admin, Quick Win.
This allows you to match tasks to your energy levels.

Step 4: Let AI Build Your Daily Plan

- ✓ Each morning, ask: ChatGPT, Claude, Gemini, or Copilot:
"Prioritize my top 5 tasks today based on urgency and deadlines."
- ✓ Alternatively: Use Smart Views ("Today," "Urgent") in Google Tasks or Microsoft To-Do.
- ✓ Block focus time on your calendar for top priorities first!

Step 5: Review and Re-Prioritize Weekly

- ✓ Each Friday:
 - Summarize completed tasks using AI.
 - Set next week's Top 3 Priorities.
 - Defer or archive low-priority tasks.
 - Adjust based on new projects.
- ✓ Weekly Review Prompts:
 - "What 3 big wins did I have this week?"
 - "What needs better focus next week?"

Pro Tips for Smarter To-Do Management

- Keep daily lists short: 5-7 tasks maximum.
- Batch similar tasks: e.g., answer emails together, make all phone calls together.
- Protect deep work time: Don't let meetings invade your top focus blocks.
- Use AI to break down complex projects:
"ChatGPT, break 'Launch marketing campaign' into 10 actionable steps."

Benefits of an AI-Enhanced Task System

- ✓ Clear daily focus
- ✓ Reduced overwhelm
- ✓ Improved decision-making
- ✓ Compounding weekly wins
- ✓ Smarter work aligned to goals