

AI for **EVERYDAY** PRODUCTIVITY



RECLAIM YOUR TIME, REDUCE STRESS,
AND GET MORE DONE
WITH SMART ASSISTANTS



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AI for Productivity Workbook

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Workbook Introduction

How to Use This Workbook

This workbook is designed to help you take simple, practical steps toward using AI to make everyday life and work feel lighter—not more complicated.

You don't need technical skills, special software, or prior experience with AI to get value from these pages. Each exercise is meant to be used at your own pace, with real tools you already have access to, and focused on problems you actually face.

You'll notice that this workbook isn't about doing everything at once. It's about:

- Reducing overwhelm
- Clarifying priorities
- Building small systems that save time
- Learning how to work *with* AI, not around it

You can complete the exercises in order, or jump to the chapters that match your current needs. There are no “right” answers—only what works best for you.

If you complete even one exercise and apply it consistently, this workbook has done its job.

Take your time. Try things out. Adjust as needed.

This is about progress, not perfection.

Let's get started.

Chapter 1 Case Study: Jane's First Step Toward Everyday AI Productivity

Meet Jane

Jane is busy—like most people.

She works full-time, has family responsibilities, and constantly feels like she's **reacting** instead of actually getting ahead. Her email inbox is always full, important messages get buried, and small digital tasks eat up chunks of her day. Jane doesn't consider herself "bad with technology," but she also doesn't feel confident trying new tools. When she hears people talk about AI, she assumes it's either too technical or not meant for someone like her.

What Jane really wants is simple:

- Less stress
- Fewer repeated tasks
- More time for the things that actually matter

This chapter shows how Jane takes her **first two safe, beginner-friendly steps** into using AI for productivity—without coding, without special skills, and without giving up control.

Case Study 1: Jane Uses AI to Tame Her Inbox (Generative AI)

The problem Jane faces

One afternoon, Jane opens her email and sees a long message from her child's school. It includes:

- Multiple dates
- Instructions buried in paragraphs
- Several “please remember” notes

Jane sighs. She knows this email is important, but she doesn't have the time or mental energy to carefully read and respond right now. In the past, she would either:

- Leave it unread and forget about it
- Skim it and miss something important

Today, Jane decides to try AI as a helper—not a replacement.

Step 1: Jane copies the email into an AI tool

Jane opens ChatGPT (or a similar AI chat tool). She copies the email text and pastes it into the chat box.

Then she types this simple instruction:

Prompt Jane Uses:

“Please help me understand this email.

1. Summarize it in 3 bullet points.
 2. List any dates or action items I should not miss.
 3. Draft a friendly reply confirming I received it.
- Here is the email:”
-

Step 2: Jane reviews the AI's response

Within seconds, the AI responds with:

- A short, clear summary
- A list of important dates
- A polite, ready-to-send reply

Jane doesn't send it immediately. Instead, she:

- Checks that the dates match the original email
- Confirms the tone sounds like her
- Makes a small edit to add her child's name

This review takes less than a minute.

Step 3: Jane sends the email with confidence

Jane pastes the edited reply into her email and sends it.

Instead of feeling unsure or rushed, she feels **relieved**.

She didn't struggle with wording.

She didn't miss important details.

She didn't spend 20 minutes stressing over one message.

What Jane learned

- AI didn't *think* for her—it **organized information** for her
- She stayed in control of what was sent
- The hardest part (starting) was removed

This is **Generative AI** doing what it does best: helping with communication, clarity, and mental load.

Case Study 2: Jane Automates a Small Repetitive Task (Automation AI)

Another problem Jane notices

Jane often receives PDF attachments:

- School forms
- Bills
- Work documents

They all end up in her “Downloads” folder, where she later wastes time searching for them. Jane realizes this isn’t difficult work—but it’s **repetitive** and frustrating.

She wonders: *“Could AI handle this part for me?”*

Step 1: Jane chooses one simple task to automate

Jane doesn’t try to automate her entire life. She chooses **one task**:

“When I get a PDF attachment in email, save it to Google Drive automatically.”

Step 2: Jane sets up a beginner-friendly automation

Jane uses a tool called **Zapier**, which connects apps together using simple rules.

She follows these steps:

1. Creates a folder in Google Drive called “Important PDFs”
2. Opens Zapier and starts a new automation
3. Chooses **Gmail** as the trigger (“New Attachment”)
4. Chooses **Google Drive** as the action (“Upload File”)
5. Tests the automation with a real email

6. Turns it on

The setup takes about 20 minutes—and she only has to do it once.

Step 3: Jane lets AI work quietly in the background

The next day, Jane receives a PDF from school.

She doesn't download anything.

She doesn't rename files.

She doesn't move folders.

Later, she checks Google Drive—and the file is already there.

What Jane learned

- Automation AI doesn't write or think—it **handles routine steps**
- Small automations save time every day
- AI works best when you give it **clear, limited jobs**

This is **Automation AI** removing digital clutter without adding complexity.

Why This Matters for Jane (and You)

Before AI, Jane tried to do everything herself.

Now, she's learning to **delegate small tasks** to AI while keeping decisions and judgment for herself.

She realizes:

- AI isn't replacing her—it's **supporting her**
- She doesn't need to be technical
- Starting small builds confidence fast

Jane hasn't "mastered AI."

She's simply taken her first step—and that step already made her day easier.

Chapter 1 Action Step: Try What Jane Tried

Choose **one** of these today:

Option 1 (5 minutes)

Copy one confusing email and ask AI to:

- Summarize it
- List action items
- Draft a reply

Option 2 (20 minutes)

Pick one repetitive task (saving files, reminders, scheduling) and explore a simple automation tool like Zapier.

You don't need to do everything.

You just need to start—like Jane did.

Chapter 1 Workbook Exercise

What Is AI and Why It Matters for Everyday Life

Understanding AI Without the Tech Overwhelm

Goal of This Exercise

By the end of this chapter, you will:

- Understand what AI *actually* is (in plain language)
- See how AI already fits into everyday life
- Identify where AI could save you time *right now*
- Replace fear or confusion with curiosity and confidence

You do **not** need technical skills to complete this exercise.

Section 1: Your Starting Point (No Judgment)

Step 1: Check In With Yourself

Circle or check what best describes how you feel about AI *right now*:

- ☐ Curious but unsure
- ☐ Overwhelmed
- ☐ Skeptical
- ☐ Excited
- ☐ Intimidated
- ☐ “I don’t really know what AI does”

One sentence describing how I currently think about AI:

Step 2: Bust the Biggest Myth (For You)

Check any thoughts you've had:

- ☐ "AI is too technical for me"
- ☐ "AI will replace people like me"
- ☐ "I'll mess something up"
- ☐ "AI is only for big companies"
- ☐ "I'm too late to learn this"

The thought I want to let go of:

Section 2: What AI Really Is (In Everyday Terms)

Step 3: Read This First (No Action Yet)

AI is **not** a robot.

AI is **not** magic.

AI is **not** thinking like a human.

AI is best understood as:

A smart assistant that recognizes patterns, responds to instructions, and helps with repetitive or thinking-heavy tasks.

It works when *you* give direction.

Step 4: Spot AI You Already Use

Check all that apply:

- ☐ Phone autocorrect or text suggestions
- ☐ Email spam filters
- ☐ Voice assistants (Siri, Alexa, Google)
- ☐ Navigation apps (traffic rerouting)

- ☐ Streaming recommendations
- ☐ Online search suggestions

One AI-powered tool I already use:

You're already using AI. This book just helps you use it intentionally.

Section 3: Two Types of AI That Matter for Productivity

Step 5: Learn the Two Categories

Generative AI

Creates or helps with:

- Writing
- Summaries
- Ideas
- Messages

Automation AI

Handles:

- Scheduling
- Sorting
- Reminders
- Repetitive tasks

Step 6: Match AI to Your Life

Write one example for each:

Something I write often (emails, notes, messages):

Likely helped by: ☐ Generative AI

Something repetitive or administrative:

Likely helped by: ☐ Automation AI

Section 4: What AI Is Good At (And What It Isn't)

Step 7: Understand AI's Strengths

AI is good at:

- ☐ Speed
- ☐ Repetition
- ☐ Drafting
- ☐ Organizing information
- ☐ Suggesting options

AI is **not** good at:

- ☐ Understanding your emotions
 - ☐ Knowing your full context
 - ☐ Making final decisions
 - ☐ Replacing judgment
-

Step 8: Decide Where You Stay in Control

Complete this sentence:

AI can help me with: _____

I will always decide: _____

Section 5: Try Your First AI Interaction (Low Pressure)

Step 9: Use This Beginner-Friendly Prompt

Open your AI tool (such as ChatGPT) and type:

I am new to AI.

Explain how you can help me save time in everyday life using simple examples.

Keep it non-technical.

Step 10: Reflect on the Response

One thing that surprised me:

One thing that felt useful:

- ☐ It felt easier than expected
 - ☐ It wasn't scary
 - ☐ It felt conversational
 - ☐ I didn't need special knowledge
-

Section 6: Responsibility, Accuracy, and Trust

Step 11: Learn the Safety Rule

AI can make mistakes.

That means:

- You review important outputs
 - You don't share sensitive information
 - You use AI as *support*, not authority
-

Step 12: Your Personal AI Rule

Write your own simple rule:

“I will use AI as _____, not as _____.”

Examples:

- helper / decision-maker
- assistant / replacement
- draft writer / final voice

Section 7: Jane’s Moment (Quick Case Reflection)

Jane realized:

- AI didn’t replace her thinking
- AI reduced friction
- Confidence grew by trying small things

One small task where AI could help me this week:

Chapter 1 Key Reminder

You don’t need to understand how AI works.
You need to understand how it works *for you*.

Confidence comes from use, not knowledge.

Chapter 1 Action Step (Choose ONE)

- ☐ Ask AI one simple question
- ☐ Use AI to explain something in plain language
- ☐ Let AI draft (not send) a short message
- ☐ Explore an AI tool for 5 minutes

That's it. One step is enough.

Chapter 2: Jane Learns to Work on What Actually Matters

Where Jane Is Now

After her first small wins with AI, Jane feels something new—**breathing room**.

Her inbox feels lighter. Files land where they belong. But even with less clutter, Jane still ends some days wondering, *“Why was I busy all day, but didn’t finish the things that mattered most?”*

She realizes the problem isn’t just tasks—it’s **priorities**.

Jane decides to use AI not just to *do work faster*, but to help her **decide what to work on at all**.

Part 1: Jane Uses AI with the Eisenhower Matrix (Urgent vs. Important)

The problem Jane faces

Jane’s to-do list looks like this:

- Reply to emails
- Schedule doctor appointment
- Finish work presentation
- Buy groceries
- Help with homework
- Pay a bill
- Follow up on a project

Everything feels urgent. Jane feels stuck jumping between tasks.

Step 1: Jane asks AI to organize her to-do list

Jane opens ChatGPT and types:

Prompt Jane Uses:

“Here is my to-do list for today.

Please sort these tasks into four categories:

1. Urgent & Important
 2. Important but Not Urgent
 3. Urgent but Not Important
 4. Not Urgent & Not Important
- Then explain why each task belongs there.
Here is my list:”

Jane pastes her list.

Step 2: Jane reviews the AI’s reasoning

AI organizes the list and explains its logic.

Jane notices:

- Some tasks *felt* urgent but weren’t important
- Some important tasks were getting ignored because they weren’t loud
- Several tasks could be delayed or delegated

Jane adjusts a few items manually—because she knows her life better than AI.

Step 3: Jane decides what to delegate to AI

Jane asks a follow-up:

Prompt Jane Uses:

“From this list, tell me which tasks could be delegated to AI, automated, or simplified. Explain how.”

AI suggests:

- Drafting emails
- Scheduling appointments
- Setting reminders
- Creating checklists

Jane doesn't hand everything over—but she now sees **options**.

What Jane learned

- AI helps her **see patterns**, not make decisions for her
- Priorities become clearer when tasks are grouped visually
- Not everything deserves her full attention

Part 2: Jane Uses AI to Build a Focused Weekly Plan (Batching + AI)

The problem Jane faces

Jane keeps switching tasks:

- Email → work → phone → errands → email again

By the end of the day, she's mentally exhausted.

Step 1: Jane groups similar tasks

Jane asks AI:

Prompt Jane Uses:

“Here are my weekly tasks.

Please group them into task batches (email, admin, deep work, home tasks).

Suggest how I could schedule these batches across a week.”

AI returns:

- Email/Admin blocks
- Deep focus blocks
- Home/personal blocks

Step 2: Jane creates theme blocks

Jane uses the AI’s suggestion to create:

- Two email blocks per day
- One deep-focus block (no notifications)
- One admin block

She adds these blocks to her calendar.

Step 3: Jane sets boundaries with AI’s help

Jane adds one more prompt:

Prompt Jane Uses:

“Help me write a short rule set for my week, such as when I check email and when I protect focus time.”

AI helps her create simple rules like:

- Email only at set times
- Focus block = notifications off
- Admin tasks batched together

Jane prints these rules and keeps them near her desk.

What Jane learned

- AI doesn't just save time—it **protects attention**
- Batching reduces mental fatigue
- Structure creates calm, not restriction

Part 3: Jane Uses AI with the Pomodoro Technique (Focus Without Burnout)

The problem Jane faces

Jane tries to “power through” tasks—but loses focus after 20–30 minutes.

Step 1: Jane sets up AI-assisted focus sessions

Jane tells her AI assistant:

Prompt Jane Uses:

“Help me run a 25-minute focus session.
At the end, ask me what I completed and what my next step should be.”

She sets a timer.

Step 2: Jane works—without multitasking

During the session:

- No email
- No phone
- One task only

When the timer ends, AI asks:

- “What did you finish?”
 - “What’s the next small step?”
-

Step 3: Jane reflects instead of rushing

Jane realizes reflection helps her:

- See progress
 - Avoid jumping to random tasks
 - End sessions with clarity
-

What Jane learned

- AI can act as a **focus coach**
 - Short sessions beat long, distracted hours
 - Reflection prevents burnout
-

Part 4: Jane Adopts the “Delegate to AI” Mindset (80/20 Rule)

The shift in Jane’s thinking

Jane now asks one question before starting any task:

“Is this something only *I* can do—or could AI help?”

Step 1: Jane lists high-impact vs low-impact work

Jane asks:

Prompt Jane Uses:

“Here are my regular tasks.
Identify the top 20% that create the most value.
Suggest which low-impact tasks could be delegated to AI.”

Step 2: Jane creates a personal rule

Jane writes:

- *High-impact work* → *Jane*
- *Low-impact busywork* → *AI or automation*

She doesn't automate everything—only what drains her energy.

Chapter 2 Action Step: Do What Jane Did

Today or this week:

1. Paste your to-do list into AI and sort it using the Eisenhower Matrix
2. Ask AI which tasks could be delegated or simplified
3. Create **one** protected focus block in your calendar
4. Use AI to reflect at the end of one work session

You don't need perfection.
You need clarity—and AI helps you get there faster.

Chapter 2 Workbook Exercise

Productivity Principles That AI Supercharges

Working on What Actually Matters

Goal of This Exercise

Learn how to use AI to **clarify priorities**, **reduce busywork**, and **focus on high-impact tasks** instead of reacting to everything.

This is not about doing more.

This is about doing *what matters*.

Section 1: Notice the Real Problem (It's Not Laziness)

Step 1: Reflect on Your Typical Day

Answer honestly:

At the end of most days, I feel:

- ☐ Accomplished
- ☐ Busy but unsatisfied
- ☐ Mentally drained
- ☐ Behind
- ☐ Scattered

One sentence that describes my usual workday:

Step 2: Identify “Busy Work”

Check all that apply:

- ☐ Responding to emails
- ☐ Scheduling or rescheduling
- ☐ Searching for information
- ☐ Small admin tasks
- ☐ Context switching (jumping between tasks)
- ☐ Tasks that feel urgent but don't move goals forward

One task that eats time but adds little value:

Section 2: Use AI to Sort What Matters (Eisenhower Matrix)

Step 3: List Your Current To-Do Items

Write or paste your current to-do list below:

(You can also paste this list directly into your AI tool.)

Step 4: Ask AI to Organize Your Tasks

Prompt to Use:

Here is my to-do list.

Please sort these tasks into four categories:

- Urgent & Important
- Important but Not Urgent
- Urgent but Not Important
- Not Urgent & Not Important

Explain briefly why each task belongs there.

Step 5: Review the Results (You Are the Final Judge)

After reviewing AI's response, answer:

Which category surprised you the most?

- ☐ Some "urgent" tasks weren't actually important
 - ☐ Important tasks were being ignored
 - ☐ Some tasks could wait
 - ☐ Some tasks shouldn't be done at all
-

Section 3: Decide What to Delegate to AI

Step 6: Ask AI What Can Be Simplified

Prompt to Use:

From this list, identify which tasks could be:

- Delegated to AI
- Automated
- Simplified

Explain how.

Step 7: Make Delegation Decisions

You are not required to automate everything.

Tasks I am willing to let AI help with:

- ☐ Drafting emails
- ☐ Scheduling
- ☐ Reminders
- ☐ Checklists
- ☐ Summaries

One task I will delegate or simplify this week:

Section 4: Reduce Mental Fatigue with Batching

Step 8: Identify Task Types

Group your tasks into categories:

- ☐ Email & messages
- ☐ Admin tasks
- ☐ Deep focus work
- ☐ Home or personal tasks

The category that drains me the most:

Step 9: Ask AI to Create Task Batches

Prompt to Use:

Here are my weekly tasks.

Please group them into task batches and suggest how I could schedule them across a week to reduce mental fatigue.

Step 10: Choose ONE Batch to Try

Task batch I will try this week:

When I will do it:

Day: _____ Time: _____

- ☐ I will avoid multitasking during this block

Section 5: Focus Without Burnout (Pomodoro + AI)

Step 11: Set Up a Focus Session

Prompt to Use:

Help me run a 25-minute focus session.
At the end, ask me what I completed and what my next step should be.

Step 12: Reflect After the Session

What did I complete?

How did this feel compared to a normal work session?

- ☐ More focused
 - ☐ Less draining
 - ☐ Clearer ending
 - ☐ Easier to start
-

Section 6: The 80/20 Shift (Delegate What Drains You)

Step 13: Identify High-Impact Work

Prompt to Use:

Here are my regular tasks.
Identify the top 20% that create the most value.
Suggest which low-impact tasks could be delegated to AI.

Step 14: Create a Simple Rule

Complete this sentence:

High-impact work → _____
Low-impact busywork → AI or automation

Section 7: Reflection (This Is Where Change Sticks)

Answer briefly:

What do I see differently about my workload now?

One belief I'm letting go of:

- ☐ Being busy = being productive
 - ☐ I must do everything myself
 - ☐ Structure limits freedom
-

Chapter 2 Key Reminder

Productivity is not about speed.
It's about direction.

AI doesn't replace your judgment.
It sharpens it.

Chapter 2 Action Step (Do This This Week)

Choose ONE:

- ☐ Sort your to-do list with AI
- ☐ Delegate one low-impact task
- ☐ Protect one focus block
- ☐ Reflect after one work session

Small clarity beats perfect systems.

Chapter 3 Jane Uses AI to Make Communication Faster, Clearer, and Less Stressful

Where Jane Is Now

Jane feels more focused than she did a week ago.

Her priorities are clearer. She's protecting focus time. But there's still one daily drain she can't escape:

Communication.

Emails. Messages. Follow-ups. Meeting notes.
They arrive all day long — and they interrupt everything.

Jane notices something frustrating:

“I spend a lot of time *writing*, but very little time actually *doing*.”

Some emails take five minutes to write...

Others take twenty minutes because Jane rewrites them over and over, trying to sound:

- professional
- polite
- clear
- not too long
- not too short

Jane decides this is the next area where AI could help — **not to replace her voice**, but to remove friction.

Part 1: Jane Uses AI to Triage Her Inbox (Clarity Before Replies)

The problem Jane faces

Jane opens her inbox and sees:

- New messages from coworkers
- A long email thread she's already read twice
- A message asking for a status update
- A calendar invite with vague details

She doesn't know where to start.

Step 1: Jane asks AI to summarize her emails

Jane copies the text of a long email thread into ChatGPT and types:

Prompt Jane Uses:

“Please summarize this email thread in 5 bullet points.

Highlight:

- What decisions were made
- What actions are needed
- Who is responsible for what
- Any deadlines mentioned”

Step 2: Jane reads instead of rereads

AI returns:

- A short summary
- Clear action items
- One deadline she had missed earlier

Jane feels immediate relief.

Instead of rereading the same email multiple times, she now understands:

- What matters
 - What doesn't
 - What requires a reply
-

What Jane learned

- AI is excellent at **compression and clarity**
 - Summaries reduce mental fatigue
 - Understanding comes *before* replying
-

Part 2: Jane Uses AI to Draft Emails (Without Sounding Robotic)

The problem Jane faces

Jane often knows *what* she wants to say — but struggles with *how* to say it.

She worries:

- “Do I sound rude?”
 - “Is this too long?”
 - “Am I being unclear?”
-

Step 1: Jane gives AI her rough thoughts

Jane types into ChatGPT:

Prompt Jane Uses:

“Write a professional but friendly email based on these notes:

- Project is delayed by one week
- Waiting on data from another team
- Apologize briefly

- Reassure them we're on track
Keep the tone calm and clear.”
-

Step 2: Jane edits instead of starting from scratch

AI generates a draft.

Jane:

- Reads it once
- Changes a sentence to sound more like her
- Removes one phrase she wouldn't normally say

The email is done in minutes — not twenty.

Step 3: Jane protects her human voice

Jane adds one final step to her routine:

Before sending, she asks:

Prompt Jane Uses:

“Rewrite this email to sound more like a real person — warm, natural, and confident. Avoid corporate jargon.”

This keeps her communication human, not generic.

What Jane learned

- AI is best as a **first-draft partner**
 - Editing is easier than creating
 - Her voice matters — AI just helps it come out faster
-

Part 3: Jane Uses AI for Meeting Notes & Follow-Ups

The problem Jane faces

After meetings, Jane often forgets:

- What was decided
- Who agreed to what
- What the next steps were

Her notes are messy or incomplete.

Step 1: Jane uses AI to summarize meeting notes

After a meeting, Jane pastes her rough notes into ChatGPT and types:

Prompt Jane Uses:

“Turn these meeting notes into a clear summary with:

- Key decisions
- Action items
- Owners
- Deadlines

Keep it short and easy to scan.”

Step 2: Jane sends follow-ups confidently

AI returns a clean summary.

Jane then asks:

Prompt Jane Uses:

“Write a short follow-up email I can send to attendees summarizing the meeting and next steps.”

She sends it within 10 minutes of the meeting ending.

What Jane learned

- Fast follow-ups build trust
 - AI prevents details from slipping through cracks
 - Meetings feel more productive when outcomes are clear
-

Part 4: Jane Creates Reusable Communication Prompts

The shift in Jane's thinking

Jane notices patterns:

- Status update emails
- Meeting follow-ups
- Clarification requests
- Polite reminders

Instead of starting fresh every time, she creates **prompt templates**.

Step 1: Jane saves her favorite prompts

Jane creates a simple document titled:

“My AI Communication Prompts”

Examples she saves:

- “Turn this into a professional email”
 - “Summarize this thread into action items”
 - “Rewrite this message to be clearer and shorter”
 - “Draft a polite follow-up reminding someone of a deadline”
-

Step 2: Jane reduces decision fatigue

Now, when she needs help:

- She doesn't think
- She copies a prompt
- She pastes the content
- She adjusts and sends

What Jane learned

- Reusable prompts save time *every single day*
- AI becomes faster when you standardize how you use it
- Less thinking = less stress

Chapter 3 Key Lessons Jane Walks Away With

- AI removes friction from communication
- Clear writing doesn't require more effort — just better support
- AI handles structure and polish so humans can focus on meaning
- Communication no longer steals focus from real work

Jane ends her day realizing something important:

“I didn't send more messages today.
I just spent less time worrying about them.”

Chapter 3 Action Step: Do What Jane Did

Try **one** of these today:

1. Paste a long email into AI and ask for a summary
2. Draft an email using bullet points and let AI write the first draft
3. Rewrite one message to sound clearer and more human
4. Create **one reusable prompt** for emails you send often

You don't need perfect communication.

You need **clear, confident communication** — and AI helps you get there faster.

Chapter 3 Workbook Exercise

Communication & Writing Made Easy

Goal of This Exercise

Learn how to use AI to **reduce writing stress**, **respond faster**, and **communicate more clearly**—without sounding robotic or losing your personal voice.

You are not outsourcing your thinking.
You are removing friction.

Section 1: Identify Your Communication Pain Points

Step 1: Notice Where Writing Slows You Down

Check all that apply:

- ☐ Writing emails takes longer than it should
- ☐ I rewrite messages multiple times
- ☐ I avoid starting emails or documents
- ☐ I worry about tone (too blunt, too long, unclear)
- ☐ I forget follow-ups or action items
- ☐ Meetings create notes I never organize

The communication task I find most draining is:

Section 2: Use AI to Summarize & Clarify (Less Reading, More Action)

Step 2: Try an AI Summary

Choose one:

- A long email
- A meeting transcript
- Notes you typed quickly

Paste it into your AI tool.

Prompt to Use:

Please summarize this text in:

- 5 key bullet points
 - Any action items
 - Any deadlines or decisions mentioned
-

Step 3: Reflect on the Output

What did AI make clearer for you?

- ☐ I noticed action items faster
 - ☐ I didn't have to reread everything
 - ☐ I felt less overwhelmed
-

Section 3: Draft an Email Without the Blank-Page Stress

Step 4: Let AI Create a First Draft

Think of a real email you need to send (work, school, personal).

Purpose of the email:

Prompt to Use:

Write a clear, professional email about the following topic:
[paste or describe the situation].
Keep the tone friendly and concise.

Step 5: Make It Sound Like *You*

AI gives you a draft — now you guide it.

Follow-up Prompt:

Rewrite this email to sound more like a real person.
Keep it warm, natural, and not overly formal.

Step 6: Personalize the Message

Before sending, answer:

- ☐ Did I add one personal line?
- ☐ Does this sound like how I speak?
- ☐ Is it shorter and clearer than before?

One sentence I changed or added:

Section 4: Faster Replies & Follow-Ups

Step 7: Handle a Quick Reply with AI

Copy a short email you need to reply to.

Prompt to Use:

Write a short reply to this email.
Acknowledge the message and clearly state the next step.

Step 8: Schedule a Follow-Up (So You Don't Forget)

Prompt to Use:

Remind me in [timeframe] to follow up about [topic].

- ☐ I no longer rely on memory
 - ☐ I feel less anxious about forgetting things
-

Section 5: Meeting Notes Without the Overwhelm

Step 9: Turn Notes Into Action

Paste rough notes or a meeting transcript.

Prompt to Use:

Turn these notes into:

- A short meeting summary
 - A list of action items
 - Who is responsible for each task
-

Step 10: Decide What to Keep

Which part helped most?

- ☐ Summary
- ☐ Action items
- ☐ Task ownership

One thing I would have missed without AI:

Section 6: Reflection (This Locks In Learning)

Answer briefly:

How did AI change the writing experience for me?

What felt easier or faster this time?

- ☐ Less stress
 - ☐ More clarity
 - ☐ Faster responses
 - ☐ Better organization
-

Chapter 3 Key Reminder

AI doesn't replace your voice — it clears the noise so your voice comes through.

You are still in control.

AI just helps you start faster, finish sooner, and stress less.

Optional Challenge (Try This This Week)

Choose ONE:

- ☐ Use AI for every email draft for one day
- ☐ Summarize all meetings this week
- ☐ Let AI handle first drafts, then personalize

Small reps build big confidence.

Chapter 4 Jane Uses AI to Take Control of Her Schedule (Without Feeling Overbooked)

Where Jane Is Now

Jane's communication has improved.

Her inbox no longer drains her energy. Writing takes less time. Meetings feel clearer. But there's still one problem she can't ignore:

Her calendar feels chaotic.

Some days are overloaded with meetings.

Other days are strangely empty.

Important work gets pushed aside because meetings appear last minute.

Jane often thinks:

"I *have* a calendar... so why does it still feel out of control?"

Jane decides it's time to use AI not just to track time — but to **plan time intelligently**.

Part 1: Jane Uses AI to See Where Her Time Is Really Going

The problem Jane faces

Jane feels busy all day, but she's not sure:

- Where her time actually goes
- Which meetings are necessary
- When she has time for focused work

Her calendar shows events, but not **patterns**.

Step 1: Jane asks AI to analyze her calendar

Jane copies her weekly calendar entries (titles + times) into ChatGPT and types:

Prompt Jane Uses:

“Here is my calendar from last week.

Please analyze it and tell me:

- How much time I spent in meetings
- How much time I spent on focused work
- Any scheduling patterns you notice
- Where overload or inefficiency may exist”

Step 2: Jane sees the problem clearly

AI points out:

- Most meetings are clustered in the middle of the day
- Focus time is fragmented into short windows
- Some meetings don’t have clear goals or outcomes

Jane realizes:

“No wonder I feel exhausted — I never get uninterrupted time.”

What Jane learned

- AI can **spot patterns humans miss**
- Seeing time visually reduces emotional stress
- Awareness is the first step to control

Part 2: Jane Uses AI to Build a Balanced Weekly Schedule

The problem Jane faces

Jane wants:

- Time for deep work
- Fewer interruptions
- A schedule that feels realistic

But she doesn't know where to start.

Step 1: Jane asks AI to design a better week

Jane types:

Prompt Jane Uses:

“Based on my workload, please help me design a balanced weekly schedule.

Include:

- Deep focus blocks
- Meeting windows
- Admin time
- Buffer time

Assume I work from 9–5.”

Step 2: Jane reviews the AI's suggestions

AI suggests:

- Morning focus blocks
- Afternoon meeting windows
- Short admin blocks at the end of the day
- Buffer time between meetings

Jane doesn't follow it perfectly — but she adopts the **structure**.

Step 3: Jane adds the plan to her calendar

Jane manually adds:

- “Focus Time” blocks (notifications off)
- “Meeting Windows”
- “Admin Catch-Up”

She treats focus blocks as real appointments — not optional.

What Jane learned

- A calendar should protect energy, not drain it
 - Structure creates freedom
 - AI gives starting points, not rigid rules
-

Part 3: Jane Uses AI for Smarter Meeting Scheduling

The problem Jane faces

Scheduling meetings takes too much back-and-forth:

“Does Tuesday work?”

“No, how about Thursday?”

“Wait, I double-booked.”

Step 1: Jane asks AI to suggest meeting times

Jane types:

Prompt Jane Uses:

“Suggest three possible meeting times next week that fit within my meeting windows and avoid focus blocks.”

AI returns clear options.

Step 2: Jane simplifies scheduling messages

Jane copies one suggestion into an email:

“Here are a few times that work well on my end. Let me know which you prefer.”

No more guessing.

Step 3: Jane reduces calendar stress

Jane notices:

- Fewer interruptions
- Less rescheduling
- More predictability

What Jane learned

- AI reduces decision fatigue
- Scheduling doesn't need to be complex
- Clear boundaries improve collaboration

Part 4: Jane Uses AI to Turn Goals Into Action Plans

The problem Jane faces

Jane has goals:

- Finish a presentation
- Start a side project
- Stay on top of home responsibilities

But goals feel vague.

Step 1: Jane asks AI to break down a goal

Jane types:

Prompt Jane Uses:

“Help me break this goal into step-by-step tasks I can schedule this week:
[Insert goal here]”

Step 2: Jane schedules tasks instead of hoping

AI returns:

- Clear steps
- Estimated time for each
- Logical order

Jane adds these steps to her calendar.

What Jane learned

- Planning reduces overwhelm
- AI helps turn intention into action
- Progress feels easier when steps are visible

Chapter 4 Key Lessons Jane Walks Away With

- A calendar should serve *you*, not the other way around
- AI helps you design time — not just fill it

- Focus time must be scheduled to exist
- Planning reduces stress before it starts

Jane ends the week thinking:

“I didn’t add more hours to my day.
I just used the ones I already had better.”

Chapter 4 Action Step: Do What Jane Did

This week, try **one** of the following:

1. Ask AI to analyze last week’s calendar
2. Create one protected focus block
3. Ask AI to suggest a balanced weekly schedule
4. Break one goal into scheduled steps

You don’t need a perfect schedule.

You need a **thoughtful one** — and AI helps you build it.

Chapter 4 Workbook Exercise

Smarter Scheduling & Calendar Management

Goal of This Exercise

Learn how to use AI to **analyze your time, protect focus, reduce calendar stress, and turn goals into scheduled action.**

You do *not* need to change your entire calendar.
You only need to improve **one small part** of it.

Section 1: See Where Your Time Is Going (Awareness First)

Step 1: Review Last Week's Calendar

Look at your calendar from last week and answer:

How did your time feel? (Circle one)

- ☐ Calm
- ☐ Busy
- ☐ Overbooked
- ☐ Scattered
- ☐ Reactive

What frustrated you most about your schedule?

Step 2: Ask AI to Analyze Your Calendar

Copy your calendar entries (event titles + times) from last week and paste them into your AI tool.

Prompt to Use:

Here is my calendar from last week.

Please analyze it and tell me:

- How much time I spent in meetings
 - How much time I spent on focused work
 - Any scheduling patterns you notice
 - Where overload or inefficiency may exist
-

Step 3: Reflect on What AI Shows You

What surprised you?

What pattern do you recognize now that you didn't before?

- ☐ I had more meetings than I realized
 - ☐ My focus time was fragmented
 - ☐ I didn't schedule buffer time
 - ☐ My days were reactive
-

Section 2: Design a More Balanced Week (Planning with Intention)

Step 4: Ask AI to Design a Better Weekly Schedule

Prompt to Use:

Based on my workload, help me design a balanced weekly schedule.

Include:

- Deep focus blocks
- Meeting windows
- Admin time
- Buffer time

Assume I work from: _____ to _____.

Step 5: Choose What You'll Keep (You Decide)

You do **not** need to follow the AI plan exactly.

From the AI suggestion, choose **2–3 changes** you want to try:

- ☐ Morning focus blocks
- ☐ Defined meeting windows
- ☐ Daily admin block
- ☐ Buffer time between meetings

Changes I will try this week:

Step 6: Add ONE Focus Block to Your Calendar

Add one protected focus block this week.

Focus Block Details:

- Day: _____
- Time: _____
- Task or theme: _____

- ☐ Notifications off
- ☐ No meetings allowed
- ☐ One task only

Section 3: Smarter Meeting Scheduling (Less Back-and-Forth)

Step 7: Ask AI to Suggest Meeting Times

Prompt to Use:

Suggest three possible meeting times next week that fit within my meeting windows and avoid focus blocks.

Step 8: Create a Simple Scheduling Message

Use or customize this sentence:

“Here are a few times that work well on my end. Let me know which you prefer.”

Paste or write your version here:

Section 4: Turn Goals Into Scheduled Action

Step 9: Choose One Goal You’ve Been Avoiding

Goal I want to make progress on:

Step 10: Ask AI to Break It Down

Prompt to Use:

Help me break this goal into step-by-step tasks I can realistically schedule this week.

Step 11: Schedule the First Step

First task I will schedule:

When will I schedule it?

Day: _____ Time: _____

Section 5: Reflection (This Is Where Progress Locks In)

Answer briefly:

What feels different about my schedule now?

What felt easier this time?

- ☐ I feel more in control
 - ☐ I protected focus time
 - ☐ I reduced decision fatigue
 - ☐ I planned instead of reacting
-

Chapter 4 Key Reminder

A calendar should protect your energy — not drain it.

You don't need a perfect schedule.
You need a **thoughtful one**.

AI helps you design time.
You stay in control of it.

Optional Next Step

Try repeating this exercise next week — adjusting only **one thing**.

Small changes compound fast.

Chapter 5 Jane Learns to Research Without Being Overwhelmed

Where Jane Is Now

Jane is more focused than she's ever been.

Her email and schedule feel manageable. Her priorities are clearer. But now she's running into a new problem:

Information overload.

Whenever Jane needs to research something—

- a work topic
- a product comparison
- a personal decision
- a new idea

She opens multiple tabs, bookmarks articles, skims headlines, and tells herself she'll "read it later."

Later never comes.

Jane feels overwhelmed by *too much information* and unsure what actually matters.

She decides to use AI **not to give her answers**, but to help her *understand information faster and make better decisions*.

Part 1: Jane Uses AI to Summarize Information Quickly

The Problem Jane Faces

Jane needs to understand a topic for work:

“How remote teams stay productive”

She opens:

- 5 blog posts
- 2 long articles
- 1 report

After 30 minutes, she feels tired and still unclear.

Step 1: Jane asks AI to summarize instead of skimming

Jane opens ChatGPT and types:

Prompt Jane Uses:

Summarize the key ideas from this article in simple language.
Focus on practical takeaways.
Limit the summary to 5 bullet points.

Jane pastes one article at a time.

Step 2: Jane compares summaries

After summarizing a few articles, Jane notices:

- The same ideas appear repeatedly
- Some articles add fluff
- A few insights actually stand out

She highlights the *common themes*.

What Jane Learned

- AI helps her **see patterns quickly**
- She doesn't need to read everything
- Understanding > consuming

Part 2: Jane Uses AI to Ask Better Questions

The Problem Jane Faces

Jane sometimes feels unsure what to look for when researching.

She asks herself:

“What should I even be paying attention to?”

Step 1: Jane asks AI what matters most

Prompt Jane Uses:

I am researching [topic].
What are the 5 most important questions I should be asking?

AI responds with focused, guiding questions.

Step 2: Jane uses the questions as filters

Jane now reads with purpose:

- She ignores content that doesn't answer her questions
 - She stops chasing random links
 - She feels in control
-

What Jane Learned

- Research is easier with **clear questions**
- AI helps frame thinking, not replace it
- Direction reduces overwhelm

Part 3: Jane Uses AI to Compare Options Clearly

The Problem Jane Faces

Jane is choosing between:

- Two tools
- Two services
- Two ideas

She feels stuck going back and forth.

Step 1: Jane asks for a simple comparison

Prompt Jane Uses:

Compare Option A and Option B.
List pros, cons, and best use cases for each.
Keep it simple.

Step 2: Jane reviews—not blindly accepts

Jane double-checks:

- Pricing
- Features that matter to her
- Real-world fit

AI gives clarity, not final judgment.

What Jane Learned

- AI speeds up comparison
 - Final decisions stay human
 - Clarity beats perfection
-

Part 4: Jane Organizes Information With AI

The Problem Jane Faces

Jane has notes everywhere:

- Browser tabs
- Documents
- Sticky notes

Nothing feels connected.

Step 1: Jane asks AI to organize her notes

Prompt Jane Uses:

Organize these notes into clear sections.
Summarize each section in one sentence.

Jane pastes her messy notes.

Step 2: Jane saves the clean version

She keeps:

- One summary document
 - Clear headings
 - Short takeaways
-

What Jane Learned

- AI turns chaos into structure
 - Fewer notes = better memory
 - Clean summaries reduce stress
-

Part 5: Jane Avoids Research Overload

The Shift in Jane's Mindset

Jane now follows one rule:

“I research to decide—not to collect.”

She stops once she has:

- Clear understanding
 - Enough confidence to act
-

Jane's Research Stop Rule

Jane asks herself:

- Do I understand the core idea?
- Can I explain this in simple terms?
- Am I delaying action by reading more?

If yes → she stops.

Chapter 5 Key Lessons

Jane learned that:

- AI reduces reading, not thinking
- Summaries are more powerful than bookmarks
- Research should lead to action

- Clarity is the goal—not mastery

Chapter 5 Action Step: Do What Jane Did

This week, try ONE:

- ☐ Use AI to summarize one article
- ☐ Ask AI what questions matter for a topic
- ☐ Compare two options using AI
- ☐ Organize messy notes into a summary
- ☐ Stop research once clarity is reached

You don't need more information.

You need **the right information, faster.**

Chapter 5 Workbook Exercise

Research Without Being Overwhelmed: Finding What Matters Fast with AI

Why This Exercise Matters

Research is one of the biggest hidden drains on time and focus.

Many people open a browser to look up one thing and quickly end up with too many tabs open, too much information, and no clear answer. This exercise teaches you how to use AI as a research assistant so you can extract what matters most, avoid overload, and move forward with confidence.

Part 1: Identify What You Are Researching

Before using AI, clarity matters.

Step 1: Choose one research topic

Select one real topic you need to research right now. This can be related to work, home, health, finances, learning a new skill, or making a decision.

Write your topic below:

My research topic or question is:

Part 2: Use AI to Summarize Instead of Reading Everything

Rather than reading multiple articles, you will use AI to summarize key information.

Step 2: Provide one source

Find one article, report, or webpage related to your topic. Copy and paste part or all of it into your AI tool.

Use this prompt:

Summarize this information into five clear bullet points.

Focus only on the most important ideas.

Use simple, beginner-friendly language.

Write the five key points provided by the AI:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-

Part 3: Ask AI What Actually Matters

Not all information is equally important.

Step 3: Filter for importance

Use this prompt:

From this information, what are the three most important things I should understand before taking action? Explain briefly.

Write the three most important insights:

1. _____
 2. _____
 3. _____
-

Part 4: Compare Options When Needed

If your topic involves choosing between options, this step will help you decide faster.

Step 4: Ask AI to compare options

Use this prompt:

Compare the main options related to this topic. Create a simple pros and cons list for each.

Write one insight that helped clarify your decision:

If your topic does not involve options, you may skip this step.

Part 5: Turn Research into Action

Research is only useful when it leads to action.

Step 5: Ask AI for a next step

Use this prompt:

Based on everything above, suggest one clear next step I should take. Keep it realistic and simple.

Write your next step:

My next step is:

What You Learned from This Exercise

Check all that apply:

I was able to summarize information faster.
I avoided reading unnecessary details.
I gained clarity instead of overwhelm.
I identified a clear next step.

Chapter 5 Action Step

Before moving on to the next chapter:

Use this same process on one additional topic this week.
Limit yourself to one source and one AI summary.
Stop researching once you have a clear next action.

AI is not about knowing everything.
It is about finding what matters most, faster.

Chapter 6 Jane Automates the Work That Keeps Stealing Her Time

Where Jane Is Now

Jane is feeling more in control of her work than she has in years.

Her priorities are clearer.

Her calendar feels intentional.

Her research no longer overwhelms her.

But something still nags at her.

She notices that even on “good” days, she spends large chunks of time doing things that feel repetitive and draining:

Downloading email attachments

Renaming files

Saving invoices

Forwarding confirmations

Setting the same reminders over and over

None of this work is difficult.

But it steals energy and attention.

Jane realizes that productivity is not just about focus—it is about removing friction.

This is where automation comes in.

Part 1: Jane Learns What Automation Really Means

The misconception Jane had

When Jane hears the word “automation,” she imagines something technical or complicated. She assumes it requires programming or advanced tools.

Instead, she learns something important:

Automation simply means
“If this happens, then do that.”

No coding.
No engineering.
Just simple rules.

Example:
If an invoice email arrives → save it automatically.

Once Jane understands this, automation stops feeling intimidating.

Part 2: Jane Identifies Her Repetitive Work

The problem Jane faces

Jane tracks her work for two days and notices patterns.

She repeatedly:
Checks email for attachments
Downloads files manually
Renames them
Saves them to folders
Sets reminders for follow-ups

These tasks are not important enough to require her attention—but they still demand it.

Jane decides to automate one small thing first.

Part 3: Jane Automates Saving Email Attachments

Step 1: Jane chooses one automation

Jane starts with something simple:

Automatically saving invoice attachments from email.

She chooses this because:

It happens often

It follows clear rules

Mistakes are easy to spot

Step 2: Jane uses plain-language automation

Jane uses an automation tool that works visually. She does not write code.

She sets up one rule:

If an email arrives from a specific sender

And it includes a PDF attachment

Then save that attachment to her invoices folder

The automation also renames the file with:

Sender name

Date received

Jane tests it with one email.

It works.

Part 4: Jane Expands Automation Carefully

The mistake Jane avoids

Jane feels tempted to automate everything at once.

She stops herself.

Instead, she follows one rule:
Automate one task, then observe.

Step 1: Jane adds one more automation

After a few days, Jane adds a second automation:

If someone fills out a form
Then send her a notification

No checking inboxes.
No missed messages.

Step 2: Jane keeps control

Jane reviews automation results daily at first.

She checks:
Did anything save incorrectly?
Did any files land in the wrong place?

Once she trusts the system, she checks less often.

Part 5: Jane Learns the Hidden Benefit of Automation

What changes for Jane

Jane does not suddenly “work faster.”

Something more important happens.

She stops switching tasks constantly.

She notices:
Less mental fatigue

Fewer interruptions
More energy for meaningful work

Automation removes invisible effort.

Part 6: Jane Avoids Over-Automation

The boundary Jane sets

Jane decides automation should:
Reduce work, not add complexity
Handle boring tasks, not decisions
Support her, not control her

She writes one rule:
If an automation creates confusion, it goes away.

This keeps her system calm and manageable.

What Jane Learned in Chapter 6

Automation is about removing friction, not replacing thinking.
Small automations create big mental relief.
One successful automation builds confidence.
Control matters more than complexity.

Jane realizes that automation is not about doing more.

It is about clearing space for what matters.

How This Prepares Jane for the Next Chapter

Now that Jane:
Understands automation
Trusts small systems
Knows how to start simply

She is ready to explore creativity, design, and media using AI—without feeling overwhelmed.

Chapter 6 Workbook Exercise:

Automating Repetitive Tasks to Save Time and Energy

Purpose of This Exercise

This exercise helps you identify repetitive tasks in your day and set up **one simple automation** that removes unnecessary effort. You will learn how to think in “if this happens, then do that” steps—without coding or technical skills.

You are not trying to automate everything.

You are learning how to automate **one small task safely and confidently**.

Part 1: Identify Repetitive Tasks

Step 1: Track Your Repeated Work

Think about your last one or two days. Write down tasks you performed more than once.

Examples:

Checking email for attachments

Saving files

Renaming documents

Setting reminders

Forwarding messages

Copying information between apps

Write at least 5 repetitive tasks below:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-

Step 2: Choose One Task to Automate

Look at your list and answer the following:

- Which task happens most often?
- Which task feels boring or draining?
- Which task follows clear rules?

The task I will automate first is:

Why did you choose this task?

Part 2: Define the Automation Rule

Automation works best when it follows a clear rule.

Think in this format:

If this happens → then do that

Step 3: Write Your Automation Rule

Fill in the blanks below:

If _____ happens,
Then _____ should happen.

Example:

If I receive an email with a PDF invoice,
Then save it to my invoices folder automatically.

Your automation rule:

If _____
Then _____

Part 3: Set Up Your First Automation (Conceptual)

You do not need to build this right now.

This step helps you understand how automation tools think.

Step 4: Answer These Setup Questions

1. Where does the task start?
(Email, form, calendar, message, file upload)

2. What condition must be true?
(Specific sender, keyword, file type, date)

3. What action should happen automatically?

Part 4: Safety and Control Check

Automation should reduce stress—not create it.

Step 5: Review Before Trusting It

Answer the questions below:

- Would it be easy to notice a mistake?
☐ Yes ☐ No
- Could this automation cause harm if it fails?
☐ Yes ☐ No
- Am I comfortable checking results for the first few days?
☐ Yes ☐ No

If you answered “No” to any question, simplify the automation.

Part 5: Reflection

Step 6: Reflect on the Impact

After imagining or testing this automation, answer:

What time or energy could this save me?

How might this reduce interruptions in my day?

What is one more task I might automate later?

Key Reminder

You do not need many automations.

One small automation done well can:

Reduce mental fatigue

Remove friction

Protect focus

Progress comes from simplicity, not complexity.

Optional Next Step

When you are ready:

- Try building this automation using a beginner-friendly tool
- Test it for one week
- Keep it only if it truly helps

Chapter 7 Jane Uses AI to Unlock Creativity Without Starting from Scratch

Where Jane Is Now

Jane feels more organized than she has in years.

Her schedule is calmer.

Her tasks are clearer.

Repetitive work is no longer draining her energy.

But there's one area where she still feels stuck: **creative work**.

Whenever Jane needs to:

- Write a presentation
- Design a simple graphic
- Brainstorm ideas
- Create slides or social posts

She freezes.

Not because she lacks ideas—but because starting feels hard.

Jane believes creativity should feel inspired, but instead it feels exhausting.

She wonders if AI can help *without* taking over or making her work feel fake.

Part 1: Jane Learns AI Is a Creative Partner, Not a Replacement

The problem Jane faces

Jane thinks creativity should look like this:

“Sit down → have a great idea → create something polished.”

Reality looks like this:

“Stare at a blank page → overthink → procrastinate.”

Jane’s biggest struggle isn’t finishing creative work.

It’s **starting**.

She decides to use AI as a **thinking partner**, not an artist.

Step 1: Jane asks AI to help her brainstorm—not create

Jane opens ChatGPT and types:

Prompt Jane Uses:

“Act as a brainstorming partner.

I need ideas for a short presentation about [topic].

Give me 10 rough ideas.

Do not write the final content—just ideas.”

AI responds with a list of ideas.

Jane immediately feels relief.

She’s no longer staring at nothing.

What Jane learns

- AI removes the blank-page problem
 - Ideas don’t have to be perfect to be useful
 - Creativity starts faster when pressure is removed
-

Part 2: Jane Uses AI to Create Rough Drafts, Not Final Work

The problem Jane faces

Jane still hesitates to write full drafts.

She worries:

“What if it sounds robotic?”

“What if it doesn’t sound like me?”

Instead of asking AI for finished work, she changes her approach.

Step 2: Jane asks for a rough draft she can edit

Prompt Jane Uses:

“Write a rough first draft for [project].

Keep it simple and unfinished.

I plan to edit this myself.”

AI produces a basic draft.

Jane reads it and thinks:

“This isn’t perfect—but it’s workable.”

She edits:

- Changes wording
- Adds personal examples
- Removes anything that doesn’t feel right

The final result sounds like Jane—not AI.

What Jane learns

- AI drafts are starting points, not final answers
- Editing is easier than creating from scratch

- Control stays with the human
-

Part 3: Jane Uses AI for Design Without Being a Designer

The problem Jane faces

Jane avoids design tasks because she “isn’t creative.”

She needs:

- A simple slide layout
- A basic graphic
- A clean visual for a presentation

Instead of guessing, she asks AI for structure.

Step 3: Jane asks AI for design guidance

Prompt Jane Uses:

“Describe a simple slide layout for this topic.
Include title placement, bullet structure, and visual suggestions.”

AI describes:

- Where the title goes
- How many bullets to use
- What type of image fits best

Jane uses this guidance in Canva.

No guessing.
No frustration.

What Jane learns

- AI can guide design decisions without doing the design
 - Structure reduces overwhelm
 - Creativity becomes manageable
-

Part 4: Jane Uses AI to Improve, Not Replace, Her Voice

The problem Jane faces

Sometimes Jane's writing feels:

- Too formal
- Too long
- Too unclear

She doesn't want AI to rewrite everything—just help refine.

Step 4: Jane uses AI as an editor

Prompt Jane Uses:

“Edit this to be clearer and more friendly.
Do not change my meaning or voice.”

Jane compares versions side by side.

She accepts some suggestions.
Rejects others.

The result feels sharper—but still hers.

What Jane learns

- AI is best used as an editor, not an author

- Choice matters more than speed
 - Creativity improves through collaboration
-

Part 5: Jane Redefines Creativity with AI

The mindset shift

Jane no longer thinks:
“AI will make my work fake.”

She now thinks:
“AI helps me think faster, not think for me.”

Her new creative rule:

- AI helps me start
 - I decide what stays
-

What Jane Gained from Using AI for Creativity

- Faster starts on creative work
- Less fear of blank pages
- More confidence sharing ideas
- More energy for refinement and originality

Jane didn’t become an artist overnight.

She became **consistent**—and that changed everything.

Key Takeaway from Jane’s Story

AI doesn’t replace creativity.
It removes friction.

When creativity feels lighter, it shows up more often.

Chapter 7 Workbook Exercise: Using AI to Support Creativity, Design, and Media

Purpose of This Exercise

This exercise helps you use AI to **support creative work without replacing your ideas or voice**. You will learn how AI can help you start, structure, and refine creative tasks such as writing, presentations, visuals, or brainstorming—without needing to be “artistic” or technical.

You are not trying to produce perfect creative work.
You are learning how to **remove friction and get started**.

Part 1: Identify a Creative Task You Avoid

Step 1: Choose One Creative Task

Think about a creative task you delay or avoid.

Examples:

Writing an email or blog post

Creating slides or a presentation

Designing a simple graphic

Brainstorming ideas

Writing social media content

The creative task I want help with is:

Why does this task feel difficult or frustrating?

Part 2: Use AI to Generate Ideas (Not Final Work)

Step 2: Ask AI to Brainstorm

Instead of asking AI to “do the work,” you will ask it to help you think.

Write your brainstorming prompt below:

My AI brainstorming prompt:

“Act as a brainstorming partner.

I need ideas for _____.

Give me 8–10 rough ideas.

Do not write the final content.”

Paste or write the ideas AI gives you here:

Reflection

Which ideas stood out to you?

Did seeing options make starting easier?

Part 3: Use AI to Create a Rough Draft

Step 3: Request a Rough First Draft

Now you will ask AI for a **rough draft**, not a finished product.

Drafting prompt:

“Create a rough first draft for _____.
Keep it simple and unfinished.
I plan to edit and personalize it.”

Paste or summarize the draft here:

Reflection

What parts would you change or improve?

Does editing feel easier than starting from scratch?

Part 4: Use AI to Improve Clarity or Tone

Step 4: Ask AI to Edit, Not Rewrite

Choose one of the following goals:

- Make it clearer
- Make it friendlier
- Make it shorter

Editing prompt:

“Edit this to be more _____.
Do not change my meaning or voice.”

Write what improved after the edit:

What did you keep or remove?

Part 5: Use AI for Design Guidance (Optional)

You do not need design skills to create clean visuals.

Step 5: Ask AI for Structure

If your task includes slides, visuals, or layout, try this:

Design guidance prompt:

“Describe a simple layout for _____.
Include title placement, bullet structure, and visual suggestions.”

Notes from AI’s response:

Part 6: Reflection and Confidence Check

Step 6: Reflect on the Experience

Answer honestly:

Did AI make starting easier?

☐ Yes ☐ Somewhat ☐ No

Did AI replace your creativity?

☐ Yes ☐ No

Did you feel more confident continuing the task?

☐ Yes ☐ Somewhat ☐ No

Key Takeaway

AI is not your replacement.

AI is your **creative assistant**.

It helps you:

- Start faster
- Reduce pressure
- Improve clarity
- Keep control of your voice

Consistency matters more than perfection.

Optional Next Step

Next time you feel stuck:

- Use AI for ideas, not answers
- Ask for structure, not polish
- Edit instead of starting from zero

Chapter 8 Jane Uses AI to Turn Information Into Clear Decisions

Where Jane Is Now

Jane feels productive again.

Her tasks are organized.

Her schedule is calmer.

Her creative work feels lighter.

But there's one area that still overwhelms her: **information and data**.

Jane tracks many things:

- Expenses and bills
- Work progress
- Personal goals
- Notes from meetings
- Fitness or health habits

All the information exists—but it feels scattered and hard to use.

Jane often asks herself:

“I’m tracking everything... so why don’t I feel more confident making decisions?”

She realizes the problem isn’t a lack of data.

It’s a lack of **clarity**.

Part 1: Jane Realizes Data Should Answer Questions

The problem Jane faces

Jane keeps spreadsheets and notes, but:

- She rarely looks at them
- She doesn't know what to focus on
- Numbers feel intimidating

She sees rows of information but no story.

Jane decides to try something new:

Instead of analyzing data herself, she asks AI to **explain it to her in plain language**.

Step 1: Jane asks AI to summarize her information

Jane opens ChatGPT and types:

Prompt Jane Uses:

“I am pasting a list of expenses from last month.

Please summarize this in simple language.

Tell me:

- My top 3 spending categories
- Anything unusual
- One suggestion for improvement.”

Jane pastes her data.

AI responds with:

- Clear categories
- A short explanation
- One practical insight

Jane finally understands what her numbers mean.

What Jane learns

- Data is easier when explained in words
- AI translates numbers into insights
- Understanding leads to confidence

Part 2: Jane Uses AI to Ask Better Questions

The problem Jane faces

Before, Jane looked at data and felt confused.

Now she realizes:

She doesn't need reports—she needs **answers**.

Step 2: Jane asks natural-language questions

Jane types:

Prompts Jane Uses:

“What are my top three expenses last month?”

“Where did I spend more than usual?”

“What should I pay attention to next month?”

AI responds conversationally—like a helpful assistant.

Jane doesn't need formulas or charts to understand.

What Jane learns

- She doesn't need technical skills
- Questions matter more than tools

- AI meets her at her level
-

Part 3: Jane Uses AI to Spot Patterns Over Time

The problem Jane faces

Jane's habits change week to week, but she struggles to see patterns.

She wonders:

“Am I improving—or just staying busy?”

Step 3: Jane asks AI to identify trends

Jane uploads or pastes weekly summaries and asks:

Prompt Jane Uses:

“Review this information from the past four weeks.
Tell me:

- What improved
- What stayed the same
- One area that needs attention.”

AI highlights:

- A recurring issue
- A small improvement Jane hadn't noticed
- One clear focus area

Jane feels encouraged—not judged.

What Jane learns

- Patterns are easier to see with help
- AI notices trends humans miss

- Progress doesn't have to be perfect
-

Part 4: Jane Uses AI for Smarter Decisions, Not Control

The problem Jane faces

Jane worries:

“What if I rely too much on AI?”

She decides to use AI for **suggestions**, not decisions.

Step 4: Jane asks for options, not commands

Jane types:

Prompt Jane Uses:

“Based on this data, suggest 2–3 areas I could focus on next.

Explain the reasoning.

Do not make decisions for me.”

AI offers choices, not orders.

Jane picks the one that feels right for her life.

What Jane learns

- AI supports judgment—it doesn't replace it
 - Choice remains human
 - Confidence grows through understanding
-

Part 5: Jane Automates Simple Summaries

The shift in Jane's routine

Jane sets a small habit:

Once per week, she asks AI to summarize her key information.

She doesn't aim for perfection—just awareness.

Step 5: Jane creates a simple weekly check-in

Jane's weekly prompt:

“Summarize this week's data.

Highlight:

- One win
- One concern
- One suggestion for next week.”

This becomes her new routine.

What Jane Gained from Using AI With Data

- Less confusion
- Clear focus
- Better decisions
- Reduced anxiety around numbers

Jane no longer avoids data.

She uses it.

Key Takeaway from Jane's Story

Data doesn't need to be overwhelming.

With AI:

- Numbers become explanations
- Tracking becomes insight
- Decisions become calmer

AI doesn't make choices for Jane.
It helps her see clearly—so she can.

Chapter 8 Workbook Exercise: Using AI to Turn Information Into Clear Decisions

Purpose of This Exercise

This exercise helps you use AI to:

- Understand information you already have
- Ask better questions instead of staring at data
- Spot patterns without spreadsheets or formulas
- Make calmer, more confident decisions

You do **not** need to be good with numbers.

You only need **information from your own life**.

Part 1: Identify Information You Already Track

Think about information you already collect or see regularly.

This could include:

- Expenses or bills
- Work tasks or project updates
- Notes from meetings
- Fitness or habit tracking
- Personal goals or plans

Write one area you want more clarity about.

My information focus area is:

Part 2: Ask AI to Explain Your Information Simply

Copy a short list, summary, or notes related to your focus area.
Paste it into your AI tool.

Prompt to Use:

I am pasting information below.
Please explain it in simple language.
Tell me:
- What stands out
- What matters most
- One helpful insight

After AI responds, write the key points below.

What stood out most:

What matters most right now:

One helpful insight AI gave me:

Part 3: Ask Questions Instead of Analyzing

You do not need charts or reports.
You need answers.

Use one or more of the prompts below.

Prompts to Use:

What should I pay attention to most here?
What looks unusual or different?
If I could improve just one thing, what should it be?

Write the answers that helped you most.

Key answer 1:

Key answer 2:

Part 4: Use AI to Spot Patterns Over Time

If you have information from multiple days or weeks, paste a short summary.

Prompt to Use:

Review this information over time.

Tell me:

- What is improving
- What is staying the same
- One pattern I might miss on my own

Write what AI noticed.

Something that is improving:

Something staying the same:

One pattern I hadn't noticed:

Part 5: Use AI for Suggestions, Not Decisions

AI should support your thinking—not replace it.

Prompt to Use:

Based on this information, suggest 2–3 areas I could focus on next.
Explain the reasoning.
Do not make the decision for me.

Write the options AI suggested.

Option 1:

Option 2:

Option 3 (if given):

Circle or underline the option that feels right for *you*.

Part 6: Create a Simple Weekly AI Check-In

Choose one short prompt to use once per week.

Example Prompt:

Summarize this week's information.

Highlight:

- One win
- One concern
- One suggestion for next week

Write your chosen weekly check-in prompt below.

My weekly AI check-in prompt:

Reflection: What Changed for You?

Answer honestly—there are no right answers.

Before this exercise, I felt:

After this exercise, I feel:

Chapter 8 Action Step

This week:

- Use AI once to explain information in plain language
- Ask questions instead of analyzing
- Choose one small insight to act on

Clarity beats complexity.

AI helps you see—so you can decide.

Chapter 9: Jane Builds Her Personal AI Productivity Stack

Where Jane Is Now

Jane no longer feels behind.

Her inbox is manageable.
Her calendar makes sense.
Her information is clearer.

But something still feels scattered.

Jane is using AI...
Just not **intentionally**.

She has:

- One tool for writing
- Another for scheduling
- A separate app for notes
- Automation she barely remembers setting up

Everything works—but not together.

Jane realizes she doesn't need *more* tools.
She needs a **system**.

Part 1: Jane Understands What an AI Stack Really Is

The problem Jane faces

Jane hears people say:
“You need an AI stack.”

She assumes this means:

- Expensive tools
- Complicated setups
- Technical skills she doesn't have

But when she looks closer, she learns something important:

An AI stack is simply:

A small set of tools that work together to support how *you* work.

Not how someone on YouTube works.

Not how a tech company works.

How *Jane* works.

What Jane learns

- An AI stack should reduce friction
- Fewer tools are better than more
- Integration matters more than features

Part 2: Jane Identifies Her Core Productivity Needs

Step 1: Jane lists her biggest friction points

Jane asks herself:

“What slows me down the most?”

She writes:

- Writing emails and messages
- Remembering follow-ups
- Turning ideas into action steps
- Keeping work and personal tasks aligned

Jane realizes she doesn't need AI everywhere—just where friction lives.

Step 2: Jane asks AI to recommend a simple stack

Jane opens ChatGPT and types:

Prompt Jane Uses:

“Based on these productivity challenges, suggest a simple AI tool stack for a beginner. Limit it to 3–5 tools. Explain what each tool does in plain language.”

AI suggests:

- One writing assistant
- One calendar/task tool
- One note or knowledge tool
- One light automation option

Jane feels relieved.

What Jane learns

- Clarity comes from alignment
 - Tools should serve problems, not trends
 - Simple stacks are sustainable
-

Part 3: Jane Chooses Beginner-Friendly Tools

Step 3: Jane filters tools by comfort level

Jane asks one critical question:
“Would I actually use this?”

She avoids:

- Tools with steep learning curves

- Complex dashboards
- Features she doesn't understand

She chooses:

- Tools that feel familiar
- Apps she already uses
- AI features built into existing software

Jane's rule:

If it adds stress, it doesn't belong in her stack.

What Jane learns

- Comfort increases consistency
- Familiar tools lead to adoption
- AI should feel invisible, not intimidating

Part 4: Jane Connects Her Tools Gently

The problem Jane faces

Jane worries:

“What if I break something?”

She reminds herself:

Integration doesn't mean automation overload.

Step 4: Jane connects just two tools

Jane starts small.

She links:

- Her email tool → her calendar
- Her writing assistant → her task list

She asks AI:

Prompt Jane Uses:

“Suggest one simple way to connect these tools to save time.
Keep it beginner-friendly.”

AI suggests:

- Automatic meeting summaries
- Task reminders from emails

Jane sets up one connection.

That’s it.

What Jane learns

- One connection is enough
- Small wins build confidence
- Automation should grow slowly

Part 5: Jane Creates Beginner, Intermediate, and Future Modes

The shift in Jane’s mindset

Jane stops thinking:
“This is my final setup.”

She starts thinking:
“This is my current level.”

Step 5: Jane labels her stack by comfort level

Jane creates three mental versions:

Beginner Stack

- Writing assistant
- Calendar + reminders

Intermediate Stack

- Notes + summaries
- Light automations

Future Stack

- Advanced workflows
- AI agents

Jane only uses the **Beginner Stack** for now.

What Jane learns

- Growth happens in stages
- There is no rush
- Mastery comes from comfort

Part 6: Jane Documents Her AI Stack

Step 6: Jane writes a one-page “AI Map”

Jane creates a simple list:

- Tool name
- What it helps with
- When she uses it

She keeps it in her planner.

This prevents:

- Forgetting what tools do

- Adding unnecessary apps
- Relearning the same lessons

What Jane Gained from Building Her AI Stack

- Less tool confusion
- Clear workflows
- Confidence using AI
- A system she controls

Jane stops chasing productivity hacks.

She builds stability.

Key Takeaway from Jane's Story

Your AI stack should:

- Fit your life
- Match your comfort level
- Grow with you

AI productivity isn't about more tools.

It's about **the right few—working together.**

Chapter 9 Workbook Exercise:

Building Your Personal AI Productivity Stack

Purpose of This Exercise

This exercise helps you:

- Identify where AI helps *you* most
- Choose a small, simple set of AI tools
- Avoid tool overload and confusion
- Create an AI system you can actually maintain

You do **not** need many tools.

You need the *right* tools.

Part 1: Identify Your Biggest Productivity Friction Points

Think about where your time or energy leaks most.

Examples:

- Writing emails or messages
- Remembering follow-ups
- Organizing notes or ideas
- Scheduling and planning
- Repetitive admin tasks

Write **3 areas** where you feel the most friction.

1. _____
 2. _____
 3. _____
-

Part 2: Decide What AI Should Help With

AI works best when it supports pain points—not everything.

For each friction point above, decide whether AI could help.

Friction Point 1: _____

How AI could help:

Friction Point 2: _____

How AI could help:

Friction Point 3: _____

How AI could help:

Part 3: Ask AI to Recommend a Simple Tool Stack

Open your AI tool and use the prompt below.

Prompt to Use:

Based on the following productivity challenges, suggest a simple AI tool stack for a beginner.

Limit it to 3–5 tools.

Explain what each tool does in plain language.

Here are my challenges:

(paste your list)

After AI responds, write the tools it suggested.

Tool 1: _____

What it helps with: _____

Tool 2: _____

What it helps with: _____

Tool 3: _____

What it helps with: _____

Tool 4 (optional): _____

What it helps with: _____

Part 4: Filter Tools by Comfort and Simplicity

Not every tool belongs in your stack.

For each tool, answer yes or no.

Tool Feels Easy to Use? Fits My Life?

Tool 1 Yes / No Yes / No

Tool 2 Yes / No Yes / No

Tool 3 Yes / No Yes / No

Tool 4 Yes / No Yes / No

Cross out any tool that feels confusing or stressful.

Part 5: Create Your Beginner AI Stack

Choose **3 tools or fewer** for now.

My Beginner AI Stack:

1. _____
2. _____
3. _____

Write one sentence for each.

Tool 1 is used for:

Tool 2 is used for:

Tool 3 is used for:

Part 6: Create One Simple Connection (Optional)

You do not need complex automation.

If possible, connect **one** tool to another.

Examples:

- Email → calendar
- Notes → task list
- Meetings → summaries

The two tools I want to connect:

Tool A: _____

Tool B: _____

What I want this connection to do:

Part 7: Create a One-Page AI Stack Map

Write a short reference you can return to.

My AI Stack Overview

Tool Name | What It Helps With | When I Use It

Keep this page in your planner or workbook.

Reflection: How Does This Feel?

Answer honestly.

Before this exercise, my AI tools felt:

After this exercise, my AI tools feel:

Chapter 9 Action Step

This week:

- Use only your beginner AI stack
- Avoid adding new tools
- Notice what feels easier or calmer

You can always add more later.

A strong AI system starts small—and grows with you.

Chapter 10 Jane Customizes AI to Work *Her* Way

Where Jane Is Now

Jane no longer feels overwhelmed by AI tools.

She has:

- A small AI stack she understands
- Clear routines for email, planning, and focus
- Confidence using AI for everyday tasks

But something still feels off.

Sometimes AI responses are helpful...

Other times they feel generic, slightly wrong, or just *not her*.

Jane realizes the problem isn't the tool.

It's *how she's asking*.

This chapter shows how Jane learns to customize AI so it:

- Matches her voice
- Fits her routines
- Improves with use

Part 1: Jane Learns Why Prompts Matter

The problem Jane faces

Jane notices two AI responses to the same task can feel very different.

Example:

- One email draft sounds stiff and formal
- Another sounds warm and natural

Jane asks herself:

“Why does AI sometimes get it right—and sometimes miss?”

Jane’s discovery

AI responds based on:

- The role it’s asked to play
- The task it’s given
- The context it receives

Without guidance, AI guesses.

With guidance, AI delivers.

Part 2: Jane Uses a Simple Prompt Framework

Jane learns a beginner-friendly formula:

Role + Task + Context

She writes it on a sticky note.

Step 1: Jane improves a basic prompt

Before:

“Write an email to my coworker.”

The result feels flat.

Step 2: Jane adds a role

Prompt Jane Uses:

You are a helpful and friendly coworker.
Write an email to my teammate.

Better—but still vague.

Step 3: Jane adds task + context

Prompt Jane Uses:

You are a friendly coworker.
Write a short email to my teammate explaining that the deadline moved to Friday.
Keep the tone supportive and casual.

Now the email sounds like Jane.

What Jane learned

Small changes in prompts create big improvements
AI isn't "smart" or "dumb"—it's responsive
Clarity beats complexity

Part 3: Jane Creates Reusable Prompt Templates

The problem Jane faces

Jane keeps typing the same instructions:

- "Make this sound professional"
- "Keep it short"
- "Explain this clearly"

She wants consistency without repetition.

Step 1: Jane asks AI to help build templates

Prompt Jane Uses:

Help me create a reusable prompt template for writing professional but friendly emails.

AI suggests a template.

Step 2: Jane customizes it

Jane saves this template:

You are a professional but friendly communicator.

Task: Write an email about [topic].

Audience: [who it's for].

Tone: Clear, calm, and human.

Length: Short and direct.

Now Jane copies and pastes this instead of starting from scratch.

What Jane learned

Templates reduce effort

Consistency saves time

AI gets better when patterns repeat

Part 4: Jane Fine-Tunes Instead of Restarting

The problem Jane faces

Sometimes AI output is *almost* right.

Before, Jane would start over.

Step 1: Jane learns to refine output

Instead of rewriting everything, Jane says:

Prompt Jane Uses:

Rewrite this to be shorter and more confident.

Or:

Keep the content but make it warmer.

Step 2: Jane iterates calmly

One tweak at a time:

- Tone
- Length
- Clarity

No pressure.

What Jane learned

AI works best in conversation

Iteration beats perfection

You don't need a perfect first prompt

Part 5: Jane Experiments with Advanced Features (Gently)

The shift in Jane's confidence

Jane hears about features like:

- Saved instructions
- Memory
- Different AI models

Instead of feeling overwhelmed, she experiments slowly.

Step 1: Jane sets simple preferences

Jane adds a standing instruction:

“I prefer short, clear responses and practical examples.”

Now AI adapts automatically.

Step 2: Jane chooses the right tool for the job

She learns:

- One AI is better for writing
- Another for planning
- Another for summarizing

Jane stops expecting one tool to do everything.

What Jane learned

Advanced features are optional—not required

Customization grows with comfort

AI should adapt to Jane—not the reverse

Chapter 10 Takeaway

Jane no longer sees AI as:

- A magic tool
- Or a confusing machine

She sees it as:

- A responsive assistant
- One that improves with clarity and repetition

By learning how to ask better—not harder—Jane makes AI:

- More personal
- More accurate
- More useful

Chapter 10 Action Step

This week:

- Take one task you use AI for often
- Add role, task, and context to your prompt
- Save one reusable template
- Refine instead of restarting

You don't need perfect prompts.

You need prompts that work *for you*.

Chapter 10 Workbook Exercise:

Customizing AI to Work Your Way

Purpose of This Exercise

This exercise helps you:

- Understand why AI responses vary
- Learn a simple prompt structure that works every time
- Create reusable prompt templates
- Customize AI without complexity or stress

You do **not** need to be technical.

You need to be clear.

Part 1: Notice Where AI Feels “Off”

Think about the last time AI helped you.

What felt *not quite right*?

Examples:

- Tone sounded wrong
- Response was too long or too vague
- Didn’t match your style
- Missed the point

Write one recent example:

Part 2: Learn the Simple Prompt Formula

The basic structure:

Role + Task + Context

Write what each means *in your own words*:

Role (who AI should act like):

Task (what you want done):

Context (details, tone, audience):

Part 3: Rewrite a Prompt Using the Formula

Step 1: Write a basic prompt you've used before

Example: "Write an email" or "Summarize this"

My original prompt:

Step 2: Improve it using Role + Task + Context

Rewrite your prompt below.

My improved prompt:

Part 4: Test and Reflect

Use your improved prompt in your AI tool.

Then answer:

The AI response felt:

- More accurate
- More natural
- More useful
- About the same

Circle all that apply.

One thing that improved:

Part 5: Create a Reusable Prompt Template

Choose a task you do often.

Examples:

- Emails
- Planning
- Writing summaries
- Brainstorming ideas

Task I repeat often:

Create your reusable template

Fill in the blanks.

You are a _____.

Task: _____.

Audience: _____.

Tone: _____.

Length or format: _____.

Write your finished template here:

Part 6: Practice Refining Instead of Restarting

Instead of starting over, practice adjusting output.

Write one refinement request you could use:

Example: “Make this shorter” or “Sound more friendly”

My refinement prompt:

Part 7: Optional Custom Preferences

If your AI tool allows preferences or memory, answer:

How I want AI to respond by default:

- Short or detailed? _____
- Formal or casual? _____
- Examples or summaries? _____

Write one sentence preference:

Reflection: What Changed?

Before customizing prompts, AI felt:

After this exercise, AI feels:

Chapter 10 Action Step

This week:

- Improve one prompt using Role + Task + Context
- Save one reusable template
- Refine one AI response instead of starting over

You don't need better tools.

You need better conversations with the tools you already have.

Chapter 11: Jane Learns How to Use AI Safely and Wisely

Where Jane Is Now

Jane feels productive for the first time in years.

AI helps her:

- Draft emails faster
- Organize her week
- Break down projects
- Stay focused

But one afternoon, something unexpected happens.

Jane reviews an AI-generated summary of a meeting and notices a detail that doesn't seem right.

Later that week, an email drafted by AI includes a phrase she never would have written.

Nothing disastrous—but enough to make her pause.

Jane realizes something important:

“AI is powerful... but I shouldn't turn my brain off.”

This chapter shows how Jane learns to **stay safe, accurate, and in control** while still enjoying the benefits of AI.

Part 1: Jane Encounters an AI Mistake

The situation

Jane uses AI to summarize meeting notes.

The summary looks polished and confident—but when she compares it to her notes, she notices:

- A decision that was never made
- A deadline that wasn't confirmed

The AI didn't lie on purpose.
It filled in gaps based on patterns.

This is called an **AI hallucination**—when AI sounds confident but is incorrect.

What Jane does next

Instead of panicking or abandoning AI, Jane adjusts her approach.

She tells herself:

- “AI is a draft partner, not a final authority.”
 - “I'm still responsible for what I send.”
-

Part 2: Jane Builds a “Human-in-the-Loop” Habit

Jane decides on a simple rule:

Nothing important leaves her hands without a quick review.

How Jane applies it

For each AI-generated output, Jane asks:

- Does this sound right?
- Do I recognize all the facts?
- Would I feel comfortable attaching my name to this?

If something feels off, she:

- Corrects it herself, or
- Asks AI to revise with clearer instructions

Example prompt Jane uses

Review this summary and flag anything that sounds uncertain or assumed.

AI highlights areas that may need confirmation.

Jane stays in control.

Part 3: Jane Protects Her Personal and Work Data

The concern Jane has

Jane wonders:

- “What information should I *not* share with AI?”
- “Is it safe to paste everything in?”

She learns a simple guideline:

If you wouldn’t post it publicly, pause before sharing it.

Jane’s data safety rules

Jane decides:

- No passwords or login details
- No private financial numbers
- No sensitive personal information about others
- No confidential contracts without approval

For sensitive tasks, she:

- Generalizes details
 - Removes names
 - Uses placeholders like “Client A” or “Project X”
-

Example adjustment

Instead of:

“Draft an email about John Smith’s salary issue...”

Jane writes:

“Draft a professional email about a sensitive compensation discussion.”

Part 4: Jane Prepares for AI and Automation Failures

The moment

One morning, Jane notices her AI task reminder didn’t trigger.

Nothing major—but it reminds her:

“What if AI doesn’t run when I expect it to?”

Jane’s backup plan

Jane keeps things simple:

- One master task list (weekly)
- Calendar reminders she can see
- A short daily check-in with her plan

AI helps—but Jane can still function without it.

She never builds a system she doesn’t understand.

Part 5: Jane Avoids Over-Automation Fatigue

The temptation

Jane reads about:

- New tools
- New automations
- New features

At first, she feels pressure to try everything.

Then she notices:

- More tools = more decisions
- More automations = more things to manage

Jane's new rule

If an automation creates stress instead of relief, it goes.

She keeps:

- A small tool stack
- Only automations that save noticeable time
- Clear understanding of what each tool does

Jane chooses calm over complexity.

Chapter 11 Takeaway

Jane learns that:

- AI is powerful—but not perfect
- Trust grows through review, not blind reliance
- Safety comes from awareness, not fear
- Simplicity beats automation overload

AI doesn't replace Jane's judgment.

It supports it.

Chapter 11 Action Step

This week:

- Review one AI-generated output before using it
- Remove or simplify one automation that feels heavy
- Write one personal rule for AI safety (example: "I always review summaries.")

AI works best when **you stay in the loop**.

Chapter 11 Workbook Exercise:

Avoiding Pitfalls & Staying Safe with AI

This exercise helps you build **confidence, awareness, and control** when using AI tools. You will identify where AI helps you most, where it needs supervision, and how to create simple safeguards so productivity increases without added risk or stress.

You do not need to be technical to complete this exercise.

Part 1: Identify Where AI Touches Your Work or Life

Start by listing the ways you currently use AI—or plan to use it soon.

Write down up to five areas.

Examples:

- Email drafting
- Scheduling
- Writing summaries
- Planning tasks
- Automations or reminders

Your AI Use Areas:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-

Part 2: Decide Where Human Review Is Required

Not all AI output carries the same level of risk. Some tasks are low-impact. Others require careful review.

For each item above, decide whether it should always be reviewed by you before being used or shared.

AI Task	Always Review? (Yes / No)	Why?
Task 1	_____	_____
Task 2	_____	_____
Task 3	_____	_____
Task 4	_____	_____
Task 5	_____	_____

Reminder:

If the output affects money, reputation, or other people, review it.

Part 3: Create Your Personal AI Safety Rules

Now you will write **3 simple rules** that guide how you use AI.

These should be easy to remember and practical.

Examples:

- I review summaries before sharing them.
- I do not paste private data into AI tools.
- I confirm facts before trusting AI output.

My AI Safety Rules:

1. _____
 2. _____
 3. _____
-

Part 4: Protect Your Information

List the types of information you will *not* share with AI tools.

Examples:

- Passwords
- Financial account numbers
- Private employee or student data
- Medical information

Information I Will Not Share with AI:

If unsure, pause before sharing.

Part 5: Plan for When AI Doesn't Work

Technology can fail. This section helps you stay productive even when AI tools are unavailable.

Answer the following:

What is one task you rely on AI for right now?

If AI were unavailable for one day, how would you complete this task manually?

What simple backup could you keep?

Part 6: Check for Over-Automation

Too many tools can create stress instead of saving time.

List all AI tools or automations you currently use.

Now answer:

Which one causes the most frustration or confusion?

Would your day be easier if you paused or removed it?

Yes / No

If yes, write the action you will take:

Reflection

Answer briefly.

What does “using AI wisely” mean to you now?

What is one change you will make after this chapter?

Chapter 12: Jane Learns That Productivity Is Human First, AI Second

Where Jane Is Now

Jane has come a long way.

She uses AI to organize tasks, write emails, manage her calendar, automate small workflows, and protect her focus time. On paper, her productivity system looks solid.

But something still feels off.

Some evenings, Jane closes her laptop feeling drained—even on days when everything “worked.” She finished her tasks, followed her plan, and used AI efficiently... yet she still feels tired and disconnected.

Jane realizes something important:

Productivity isn’t just about doing more. It’s about how the work *feels*.

This chapter is where Jane learns that AI works best **when paired with human habits, energy, and boundaries**.

Part 1: When Efficiency Isn’t the Same as Fulfillment

The problem Jane faces

Jane notices a pattern:

- She finishes tasks faster than before
- She checks more items off her list
- But she still feels mentally exhausted

She realizes that AI helped her **optimize output**, but not **protect her energy**.

Jane asks herself:

“Am I using AI to support my life—or just to squeeze more work into it?”

This question changes how she approaches productivity.

Part 2: Jane Redefines What AI Should Handle

Jane decides to audit her workday—not by tasks, but by **energy**.

She writes down everything she does in a normal day and marks:

- Tasks that require creativity, judgment, or empathy
- Tasks that feel repetitive, draining, or mechanical

She notices a clear divide.

Examples Jane identifies:

Human-energy tasks:

- Thinking through complex decisions
- Writing thoughtful messages
- Supporting family members
- Creative planning

Low-energy tasks:

- Formatting documents
- Scheduling
- Sorting emails
- Rewriting repetitive messages
- Tracking information

Jane realizes AI should **absorb the low-energy tasks**, not replace the meaningful ones.

Part 3: Jane Protects Deep Work on Purpose

The problem Jane faces

Even with automation, Jane's attention is constantly interrupted.

Notifications still break her focus.

Quick tasks still sneak into important work.

Jane decides to treat **focus as something to defend**, not hope for.

What Jane changes

Jane uses AI to *support* deep work instead of competing with it.

She sets:

- One protected focus block per day
- Notifications off during that time
- A short AI-generated task summary before starting
- A reflection question after finishing

Before deep work, Jane asks AI:

“What is the single most important outcome for this session?”

After deep work, AI asks Jane:

“What did you complete, and what can wait?”

This simple structure helps Jane feel calm instead of rushed.

Part 4: Jane Uses AI to Reduce Burnout, Not Increase Output

Jane realizes she was close to using AI as a pressure amplifier—doing more simply because she *could*.

She pauses and changes the goal.

New goal:

“Use AI so I have more energy at the end of the day, not less.”

Jane makes three changes:

1. She stops automating tasks she enjoys
2. She uses AI to shorten workdays, not fill them
3. She leaves intentional white space in her calendar

She lets AI:

- Draft routine messages
- Track details she doesn't want to remember
- Handle reminders and summaries

She keeps:

- Creative thinking
- Relationship-based communication
- Decisions that reflect her values

Part 5: Jane Builds Trust Gradually

Jane no longer feels pressure to “fully adopt” AI.

She gives herself permission to:

- Use AI some days and not others
- Review everything important
- Turn tools off if they cause stress
- Change systems as her life changes

Trust builds through experience, not perfection.

Jane now sees AI as:

- A helper, not a boss
- A support system, not a replacement
- A way to reclaim calm, not chase productivity

What Jane Learned

Jane's biggest insight from this chapter:

- Productivity without balance leads to burnout
- AI works best when guided by human priorities
- Deep work needs protection, not optimization
- Delegation includes *knowing what not to delegate*
- The goal is a better life, not a busier one

Jane no longer asks:

“How much can I get done?”

She asks:

“How do I want my day to feel?”

And now, AI helps her answer that question.

Chapter 12 Workbook Exercise: The Human Side of Productivity

This exercise helps you use AI in a way that **supports your energy, focus, and well-being**, not just your to-do list.

You will identify what drains you, what matters most, and how AI can help without taking over.

Part 1: Notice How Your Work Feels

Think about a typical workday.

Answer honestly—there are no right or wrong answers.

At the end of most days, I feel:

- Energized
- Neutral
- Drained

Circle one.

Write one sentence describing how your days usually feel:

Part 2: Identify Energy-Giving vs Energy-Draining Tasks

List tasks you do often.

Tasks That Give Me Energy

(creative, meaningful, satisfying)

1. _____
2. _____
3. _____

Tasks That Drain My Energy

(repetitive, boring, stressful)

1. _____
 2. _____
 3. _____
-

Part 3: Decide What AI Should Handle

Look at your energy-draining tasks.

Which ones could AI help with?

Examples:

- Drafting routine emails
- Scheduling
- Summarizing information
- Tracking details

Tasks I Will Delegate to AI:

1. _____
2. _____
3. _____

Now look at your energy-giving tasks.

Which ones should stay human?

Tasks I Will Keep for Myself:

1. _____
 2. _____
 3. _____
-

Part 4: Protect One Deep Focus Block

Deep work requires intention.

Choose one daily or weekly focus block.

When will my focus block happen?

Day(s): _____

Time: _____

During this time:

- Notifications off
- One task only
- No multitasking

Write the rule you will follow:

Part 5: Use AI as a Focus Support, Not a Distraction

Before your focus block, you can ask AI:

“What is the single most important outcome for this session?”

After your focus block, ask:

“What did I complete, and what is my next step?”

Write one reflection question you like best:

Part 6: Set a Burnout Boundary

Finish this sentence:

“I will stop using AI to push myself when I feel:”

Now finish this sentence:

“I will use AI to create more space for:”

Reflection

Answer briefly.

What does *balanced productivity* mean to you now?

What is one habit you want to protect moving forward?

Chapter 13: Real-World Productivity Wins: How Jane Applies AI Across Work and Life

Where Jane Is Now

By this point in her journey, Jane no longer feels buried by daily chaos.

She understands what AI is.

She knows how to prioritize.

She's improved her communication, scheduling, research, automation, creativity, and decision-making.

Now Jane wants to answer a bigger question:

“How does all of this actually work together in real life?”

Instead of treating AI as a collection of tools, Jane decides to use it as a **support system**—one that adapts to different parts of her life.

This chapter follows Jane through four real-world scenarios where AI meaningfully improves productivity without taking control away from her.

Case Study 1: Jane the Professional — Scaling Output Without Burnout

The Problem

Jane works full-time and is responsible for:

- Writing reports
- Responding to emails
- Preparing presentations
- Attending meetings

Before AI, she stayed late just to keep up.

Her biggest issue wasn't effort—it was **context switching**.

Step 1: Jane Uses AI to Handle First Drafts

Instead of starting from scratch, Jane now begins her workday by asking AI for support.

Prompt Jane Uses:

“I need to write a 1-page project update for my manager. Please create a clear first draft using a professional tone. I will edit and personalize it after.”

What happens:

- AI produces a structured draft in seconds
- Jane edits instead of writing from zero
- Her work quality improves with less effort

Step 2: Jane Uses AI to Capture Meetings Automatically

Jane used to take messy notes—or none at all.

Now she:

- Records meetings
- Uses AI to summarize key points
- Receives action items automatically

Prompt Jane Uses After Meetings:

“Summarize this meeting.
List decisions made and action items with owners.”

Result:

- No forgotten follow-ups
- Less stress
- Clear accountability

What Jane Learned

- AI doesn't replace her thinking—it removes friction
- Starting faster reduces mental fatigue
- Clear summaries protect her evenings

Case Study 2: Jane the Planner — Weekly Organization Without Overwhelm

The Problem

Jane used to plan her week reactively:

- Emails dictated her schedule
- Urgent tasks crowded out important ones
- She felt behind by Tuesday

Step 1: Jane Builds an AI-Assisted Weekly Plan

Every Sunday evening, Jane spends 10 minutes planning—with AI.

Prompt Jane Uses:

“Here are my tasks and commitments for this week.
Help me create a realistic weekly plan with focus blocks, admin time, and personal time.”

AI helps her:

- Spread work evenly
- Protect focus time
- Avoid overbooking

Step 2: Jane Adjusts, Not Obeys

Jane reviews the plan and:

- Moves tasks based on energy
- Deletes unnecessary commitments
- Keeps control

AI suggests. Jane decides.

What Jane Learned

- Planning once saves hours later
- Structure reduces anxiety
- AI helps her think ahead instead of reacting

Case Study 3: Jane at Home — Family Life Without the Chaos

The Problem

Jane's home life was just as busy:

- Appointments
- School events
- Errands
- Household tasks

Everything lived in her head.

Step 1: Jane Creates a Shared AI-Assisted Calendar

Jane connects:

- Her work calendar
- Family calendar
- Reminders

AI scans emails and messages and suggests events automatically.

Step 2: Jane Uses Voice AI for Everyday Tasks

While cooking or driving, Jane says:

- “Remind me to send permission slip tomorrow.”
- “Add milk and bread to the grocery list.”
- “What’s on the calendar tonight?”

No apps. No typing.

What Jane Learned

- AI reduces mental load, not responsibility
- Fewer forgotten tasks = calmer evenings
- Productivity at home matters too

Case Study 4: Jane Reflects — Measuring What Actually Changed

After several weeks, Jane notices:

- She finishes work earlier
- She feels less rushed
- She has energy left at the end of the day

Jane asks AI one final question.

Prompt Jane Uses:

“Based on how I’ve been working, what habits seem to be helping me most? What should I continue doing?”

AI highlights:

- Consistent planning
- Delegation to AI
- Protected focus blocks

Jane smiles—because she already felt it.

Chapter 13 Key Takeaways from Jane’s Experience

- AI works best when applied across life, not just work
- Small daily uses add up to big relief
- AI supports humans—it doesn’t replace them
- Reflection turns productivity into progress

Chapter 13 Action Step: Do What Jane Did

This week, choose **one area** to apply AI:

- Work
- Planning
- Home
- Reflection

Use AI to:

- Draft something
- Organize something
- Summarize something
- Plan something

Then ask yourself:

“Did this make my day easier?”

That’s how real productivity begins.

Chapter 13 Workbook Exercise:

Applying AI in Real Life:

Your Personal Productivity Case Study

Purpose of This Exercise

In this chapter, you saw how Jane used AI across work, planning, home life, and reflection—not as a gimmick, but as a practical support system.

This exercise helps you:

- Apply AI to your real life (not hypothetical tasks)
- Identify where AI actually helps you most
- Build confidence using AI in everyday situations
- Create your own real-world productivity “case study”

You do not need technical skills to complete this exercise.

Part 1: Identify Your Real-Life Productivity Challenges

Start by choosing **one area of life** where you feel the most friction.

Check one:

Work or school

Home and family management

Personal organization or planning

Creative projects or side work

Now answer the questions below.

1. What tasks in this area feel repetitive, draining, or overwhelming?
-

2. Which of these tasks take time but don't require deep thinking?

3. What does "a better week" look like in this area?

Part 2: Choose One Task to Improve with AI

You will focus on **one task only**. Keep it small.

Examples:

- Writing emails
- Planning a week
- Summarizing information
- Organizing tasks
- Creating reminders

Write your chosen task:

Task I want to improve with AI:

Why this task feels difficult right now:

Part 3: Ask AI for Help (Your First Real Case Study)

Use one of the prompts below, or write your own.

Suggested prompts:

“Help me create a simple plan for this task.”

“Draft a first version of this so I don’t start from scratch.”

“Summarize this information and highlight what matters most.”

“Organize this list in a clearer way.”

Prompt you used:

Paste or describe the AI’s response:

Part 4: Review and Adjust (You Stay in Control)

AI suggestions are starting points, not final decisions.

Answer the following:

1. What part of the AI response was helpful?
-

2. What part needed correction or clarification?
-

3. What did you change to make it fit your life better?
-
-

Part 5: Reflect on the Impact

This reflection turns usage into learning.

Circle the statements that feel true:

I finished the task faster than usual
I felt less mental resistance starting
I felt calmer or more organized
I would use AI for this again

Now answer:

How did this use of AI affect your day or mindset?

Part 6: Build Your Personal “AI Use Rule”

Like Jane, you’ll create one simple rule.

Examples:

- “I use AI for first drafts, not final decisions.”
- “I ask AI to organize before I act.”
- “If a task feels heavy, I ask AI for help first.”

Write your rule:

My personal AI productivity rule:

Part 7: Plan Your Next Small Experiment

Choose one small way to use AI again this week.

Next task I will try with AI:

When I will try it (day/time):

What I hope it improves:

Closing Reflection

AI productivity is not about doing more.

It's about:

- Reducing friction
- Protecting energy
- Making room for what matters

You've now created your **own real-world AI productivity case study**.

That's progress.

Chapter 14: Jane Builds Her AI Shortcut System: Prompts & Automations That Save Time Every Day

Where Jane Is Now

Jane no longer asks,
“Can AI help with this?”

Instead, she asks,
“Which prompt or automation should I use?”

After weeks of using AI for writing, planning, scheduling, research, and reflection, Jane notices something important:

She keeps asking AI the **same kinds of questions**.

- Draft this email
- Summarize this information
- Break this task into steps
- Organize this list

Jane realizes she doesn’t need to reinvent the wheel every time.

What she needs is a **library**.

Part 1: Jane Discovers the Power of Reusable Prompts

The Problem Jane Faces

Even though AI helps, Jane still wastes time:

- Rewriting similar prompts
- Forgetting what worked last week
- Starting from scratch under pressure

She wants speed **without thinking harder**.

Step 1: Jane Identifies Her “Repeat Tasks”

Jane writes down tasks she does again and again:

- Email replies
- Weekly planning
- Meeting summaries
- Research notes
- Task breakdowns

She notices something surprising.

The *tasks* change—but the *structure* doesn’t.

Step 2: Jane Turns One Good Prompt Into a Template

Jane opens ChatGPT and finds a prompt she used successfully last week.

Original prompt:

“Help me write a professional email following up on a project deadline.”

Jane improves it into a reusable template:

Prompt Jane Saves:

“You are my professional writing assistant.
Draft a clear, polite follow-up email about [topic].
Keep it concise and friendly.
Audience: [who].
Goal: [what I want to happen].”

Now Jane:

- Copies the prompt
- Fills in the blanks
- Gets consistent results in seconds

Step 3: Jane Creates a Small Prompt Library

Jane creates a simple document titled:

“My AI Productivity Prompts”

Inside, she saves:

- 3 email prompts
- 2 planning prompts
- 2 research prompts
- 1 reflection prompt

Nothing fancy.

Just reliable shortcuts.

What Jane Learned

- Good prompts are reusable assets
- Templates reduce decision fatigue
- AI works best when you don't rush it

Part 2: Jane Uses Automation Templates to Remove Friction

The Problem Jane Faces

Jane still notices small annoyances:

- Saving email attachments
- Remembering follow-ups
- Checking calendars and to-do lists separately

Each task is small—but together they drain energy.

Step 1: Jane Chooses One Friction Point

Jane starts small.

She picks this issue:

“Important attachments get lost in my inbox.”

Step 2: Jane Uses a Simple Automation Blueprint

Jane follows a basic automation template:

“When I receive an email with an attachment from [specific sender], save the file to [folder name] and rename it by date.”

She sets it up using a no-code automation tool.

Now:

- Files auto-save
- Nothing gets lost
- Jane doesn’t think about it anymore

Step 3: Jane Adds One More Automation

Encouraged, Jane adds another:

“Every morning, send me a summary of:

- Today’s calendar
- Urgent emails
- Top 3 tasks”

This becomes her daily clarity ritual.

What Jane Learned

- Automations don't have to be complex
 - One small automation saves mental energy
 - Fewer decisions = calmer mornings
-

Part 3: Jane Builds Her Personal AI Shortcut System

Jane now has:

- A short prompt library
- Two simple automations
- A routine for using them

She no longer asks:
“What should I ask AI?”

She already knows.

Jane's Simple Rules

Jane writes these rules for herself:

- If I write it twice, I save the prompt
- If I forget it once, I automate it
- If it feels heavy, I ask AI first

She keeps her prompt list printed near her desk.

The Shift Jane Feels

Jane doesn't feel "high-tech."

She feels:

- Prepared
- Calm
- Supported

AI no longer feels like a tool she has to *figure out*.

It feels like something that works **with her**.

Chapter 14 Key Takeaways from Jane's Experience

- Prompts are productivity shortcuts, not commands
- Templates reduce thinking, not quality
- Automation removes friction, not control
- Small systems outperform complex ones

Chapter 14 Action Step: Do What Jane Did

Today or this week:

1. Identify one task you repeat often
2. Turn your best AI request into a reusable prompt
3. Save it somewhere easy to access
4. Choose one small task to automate

You don't need 50 prompts.

You need **one that works**.

That's how systems are built.

Chapter 14 Workbook Exercise: Building Your Personal Prompt Library & Automation Shortcuts

Purpose of This Exercise

In this chapter, you saw how Jane stopped reinventing the wheel by saving what worked.

This exercise helps you:

- Identify repeat tasks in your life
- Turn good AI requests into reusable prompts
- Create your own prompt library
- Design one simple automation that removes daily friction

You do not need technical experience to complete this exercise.

Part 1: Identify Tasks You Repeat Often

Write down tasks you do regularly.

Examples:

- Emails
- Planning
- Research
- Organizing files
- Reminders

List at least five:

1. _____
2. _____
3. _____
4. _____

5. _____

Now circle the **top two** that feel most draining.

Part 2: Turn One Task into a Reusable Prompt

Choose **one** of the tasks you listed.

Task chosen:

Write the AI request you usually type (even if it's messy):

Now improve it into a reusable prompt template.

Reusable Prompt Template:

“You are my _____.

Help me _____.

Context: _____.

Audience (if relevant): _____.

Goal: _____.”

Write your finished prompt below:

Part 3: Create Your Personal Prompt Library

You don't need many prompts—just reliable ones.

Write at least **three prompts** you want to save.

Prompt 1 (purpose):

Prompt 2 (purpose):

Prompt 3 (purpose):

Where will you store these prompts?
(circle one)

Notes app

Document

Printed page

Bookmark

Other: _____

Part 4: Identify One Task to Automate

Automation works best on tasks you forget or repeat.

Examples:

- Saving attachments
- Reminders
- Daily summaries
- File organization

Task I want to automate:

Why this task causes friction:

Part 5: Design a Simple Automation Blueprint

Use this structure.

“When _____ happens,
do _____
and notify me by _____.”

Write your automation idea:

You do NOT need to build this today.
Clarity comes first.

Part 6: Set Your Personal AI Shortcut Rules

Like Jane, create 2–3 simple rules.

Examples:

- If I repeat it twice, I save the prompt.
- If I forget it once, I automate it.
- If it feels heavy, I ask AI first.

My rules:

1. _____
2. _____
3. _____

Part 7: Reflection

Answer honestly.

What feels easier after completing this exercise?

What surprised you?

What will you try first this week?

Closing Thought

AI productivity is not about having more tools.

It's about:

- Fewer decisions
- Fewer starts from scratch
- More calm, repeatable wins

Your prompt library is now a productivity asset.

Chapter 15: Jane Builds an AI Productivity System for the Long Term

Where Jane Is Now

Jane no longer feels behind all the time.

Her inbox is manageable.

Her calendar feels intentional.

Her workdays have structure instead of chaos.

But something new has happened.

Jane has started to notice how fast AI tools are changing.

New features appear.

New tools are recommended.

Friends talk about “agents” and “automation” and “the future.”

Jane doesn’t feel panicked—but she does wonder:

“How do I keep this working long-term without constantly chasing the next new thing?”

Jane decides this chapter isn’t about learning *more* tools.

It’s about building a **future-proof system** that grows with her.

Part 1: Jane Understands What “The Future of AI Productivity” Really Means

The realization Jane has

Jane used to think the future of AI meant:

- More complicated tools
- Faster automation
- Smarter systems she'd need to learn

Now she understands something simpler:

The future of AI productivity is **less effort, not more**.

AI is moving toward:

- Voice-first interactions
- Tools that combine text, images, and audio
- Personal AI agents that remember preferences
- Systems that work quietly in the background

Jane doesn't need to master all of this today.

She just needs to be **ready to adapt calmly**.

Part 2: Jane Experiments with Voice and Multimodal AI (Without Pressure)

The problem Jane faces

Jane notices she still waits until she's at her desk to:

- Write reminders
- Capture ideas
- Process thoughts

But ideas don't wait for desks.

Step 1: Jane uses AI without typing

Jane starts small.

She speaks into her phone:

Prompt Jane Uses:

“I had a meeting today.

Please summarize key points and list follow-up tasks.”

Later, she snaps a photo of a handwritten note and asks:

“Turn this note into a clean task list.”

Jane realizes:

- AI doesn’t require perfect input
- Speaking, typing, and images all work together
- Capturing thoughts instantly reduces mental load

She’s not “using future tech.”

She’s using tools that match how her brain already works.

Part 3: Jane Learns About Personal AI Agents (Without Giving Up Control)

What Jane hears about AI agents

Jane reads about personal AI agents that:

- Monitor inboxes
- Prepare summaries
- Suggest next actions
- Anticipate routine needs

At first, this sounds intimidating.

Jane worries:

“Will I lose control?”

“Will this decide things for me?”

Step 1: Jane reframes what an AI agent really is

Jane realizes an AI agent is not a boss.

It's more like:

- A junior assistant
- A checklist runner
- A pattern watcher

Jane decides her rule:

AI may **suggest**, but Jane decides.

Step 2: Jane defines boundaries

Jane writes simple boundaries:

- AI can summarize, not send final messages
- AI can prepare drafts, not publish
- AI can flag issues, not resolve them alone

By setting limits early, Jane stays comfortable—even as tools get smarter.

Part 4: Jane Creates a 30/60/90-Day AI Growth Plan

Jane wants progress without overwhelm.

She creates a simple roadmap.

First 30 Days: Stabilize

Jane focuses on consistency.

- Uses the same AI tools daily
- Saves prompts that work
- Reviews automations weekly
- Tracks time saved, not features learned

Her goal:

“Make this feel normal.”

Days 31–60: Expand Carefully

Jane adds only what supports her routine.

- Tests one new AI feature
- Experiments on low-risk tasks
- Improves prompt clarity
- Connects two tools together

Her goal:

“Improve flow, not add noise.”

Days 61–90: Lock It In

Jane documents what works.

- Writes her “AI rules”
- Lists favorite prompts
- Notes which tools she trusts
- Removes tools she doesn’t use

Her goal:

“Make this system easy to maintain.”

Part 5: Jane’s New Relationship with Productivity

Jane no longer asks:

“How do I do more?”

She asks:

“What deserves my energy?”

AI handles:

- Repetition
- Organization

- First drafts
- Reminders
- Structure

Jane handles:

- Decisions
- Creativity
- Relationships
- Meaningful work

She doesn't feel replaced.

She feels supported.

What Jane Learned

- The future of AI productivity is quieter, not louder
- You don't need to chase tools—just principles
- Small, steady learning beats constant upgrades
- AI works best when it adapts to *you*
- Confidence comes from boundaries, not control

Jane didn't become more productive overnight.

She became **more intentional over time**.

And that's what makes her system future-proof.

Chapter 15 Workbook Exercise: Building Your Future-Proof AI Productivity System

Purpose of This Exercise

This is not about learning new tools.

This exercise helps you:

- Reflect on what already works
- Decide how you want AI to support you long-term
- Create a simple, realistic plan you can actually follow
- Leave this book with clarity and confidence

You do not need to complete everything at once.

Part 1: Where You Are Right Now

Pause for a moment.

Compared to when you started this book, how does your productivity feel now?

Check all that apply:

- ☐ More organized
- ☐ Less overwhelmed
- ☐ Clearer about priorities
- ☐ More confident using AI
- ☐ Still learning, but calmer
- ☐ About the same

In your own words, describe the biggest change you've noticed:

Part 2: Identify What's Working (Keep This)

AI works best when you keep what helps and drop what doesn't.

List the AI tools, prompts, or habits that have helped you most.

1. _____
2. _____
3. _____

Why these matter to you:

Part 3: Set Your Long-Term AI Boundaries

AI should support you—not control you.

Write your personal boundaries.

Examples:

- AI can draft, but I review.
- AI can organize, but I decide.
- AI can remind me, but I set priorities.

My boundaries:

1. _____
 2. _____
 3. _____
-

Part 4: Your 30-Day Stability Plan

Focus on consistency, not growth.

In the next 30 days, I will:

AI tool or habit I will use consistently:

One task I will regularly delegate to AI:

How I will review results (weekly, daily, etc.):

Part 5: Your 60-Day Expansion Plan

Add carefully.

In days 31–60, I will:

Test one new feature or tool:

Use it only for this low-risk task:

What I will watch for (time saved, clarity, ease):

Part 6: Your 90-Day Lock-In Plan

Make this sustainable.

By day 90, I will:

Write down my core prompts

Review my automations

Remove tools I don't use

Document what works

Where I will store my “AI Playbook”:

Part 7: Your Personal AI Productivity Rules

These are your long-term guidelines.

Examples:

- If I repeat it twice, I save the prompt.
- If it drains energy, I ask AI first.
- If it feels confusing, I simplify.

My rules:

1.

2.

3.

Part 8: Final Reflection

Answer honestly.

What do you want AI to give you more of?

What do you want less of in your daily life?

What will “success” look like three months from now?

Closing Thought

AI productivity is not about speed.

It's about space.

Space to think.

Space to focus.

Space to live.

You now have the tools—and the mindset—to build a system that grows with you.

Return to this exercise anytime your work or life changes.

You're not behind.

You're prepared.

Workbook Conclusion

Where You Go From Here

You don't need to do everything at once.

If there's one thing this workbook was meant to show you, it's this: productivity isn't about doing more—it's about doing what matters with less friction.

You've learned how to:

- Use AI as a support, not a replacement
- Turn overwhelming tasks into clear steps
- Protect your focus and energy
- Build simple systems that grow with you

Most importantly, you've practiced making intentional choices—about your time, your attention, and the role technology plays in your life.

You don't need new tools to move forward.

You don't need to keep up with every trend.

You only need to return to the principles you've built here.

When things feel busy again, come back to one prompt.

One focus block.

One small automation.

That's how progress sticks.

This workbook isn't the finish line—it's a reference you can return to whenever your work or life changes. Your system will evolve, and that's a good thing.

You're not behind.

You're not late.

You're learning how to work smarter, at your own pace.

Thank you for doing the work.

Now take what you've built—and use it to create more space for what matters most.

—Jordan Keene