

 A PRACTICAL AI GUIDE

10 WAYS AI CAN SAVE YOU FIVE HOURS THIS WEEK

A Practical Guide to Using AI at Work and at Home

Ten simple, real-world ways to use AI for email, planning, learning, and everyday tasks — with copy-and-paste prompts for ChatGPT, Claude, Gemini, or Grok. No coding. No jargon. Just time back in your week.

10

PRACTICAL USES

30

MINUTES TO READ

5+

HOURS SAVED EVERY WEEK

START HERE

Welcome To Your Five Hours Back

AI isn't replacing you. It's removing the repetitive part of your day.

You don't need to become an AI expert, and you don't need to understand how any of it works under the hood. You just need ten small habits that hand the repetitive parts of your week to a tool that's very good at them — so you spend more time on the parts only you can do.

TEN PRACTICAL WAYS TO USE AI THIS WEEK

1 Writing Emails

2 Summarizing Documents

3 Meeting Notes

4 Meal Planning

5 Weekly Planning

6 Brainstorming Ideas

7 Spreadsheet Formulas

8 Learning Something New

9 Travel Planning

10 Household Organization

🎯 THIS GUIDE IS

A set of ten practical, everyday uses for AI — with real prompts you can copy, paste, and use in the next five minutes.

💡 THIS GUIDE ISN'T

A course on writing code, building an AI business, or debating the future of AI. Just practical time back, today.

Clear Your Inbox Faster

⌚ USES 01-02



USE 01

Writing Emails

~6 MIN SAVED PER EMAIL

WHY IT MATTERS

Even short replies take real thought to word correctly, and that adds up over a full inbox.

HOW AI HELPS

AI drafts a clean first version in seconds, so you're editing instead of starting from a blank page.

REAL-WORLD EXAMPLE

A manager pastes in a client's complaint and gets a calm, professional reply ready to send in under two minutes.

8 min

WITHOUT AI

2 min

WITH AI

6 min

SAVED

PROMPT LIBRARY**BASIC**

Write a professional reply that is friendly, concise, and under 150 words.

BETTER

Write a friendly, professional reply under 150 words to this email: [paste email]. Keep the tone warm but get straight to the point.

POWER USER

Act as a communications expert. Reply to this email in under 150 words: [paste email]. Match a warm, professional tone, lead with the key answer, end with one clear next step, and give me two versions – one direct, one more formal.

**DO THIS NOW**

Paste your next unanswered email into an AI tool and ask for a friendly, professional reply.



USE 02

Summarizing Long Documents

~20 MIN SAVED PER DOCUMENT

WHY IT MATTERS

Long reports and PDFs are easy to avoid — and easy to fall behind on.

HOW AI HELPS

AI reads the whole document and hands you the key points and action items in seconds.

REAL-WORLD EXAMPLE

A teacher pastes a 12-page policy update and gets five bullet points covering exactly what changed for her classroom.

25 min

WITHOUT AI

5 min

WITH AI

20 min

SAVED

PROMPT LIBRARY**BASIC**

Summarize this in five bullet points and identify any action items.

BETTER

Summarize this document in five bullet points, and list any action items separately with owners if mentioned: [paste text]

POWER USER

Act as an executive assistant. Read this and produce a one-paragraph summary, five key bullet points, and a separate "Action Items" list with owner and due date if available: [paste text]

**DO THIS NOW**

Paste the longest unread document in your inbox and ask for a five-bullet summary.

Turn Notes Into Action

⌚ USES 03–04



USE 03

Meeting Notes

~15 MIN SAVED PER MEETING

WHY IT MATTERS

Rough meeting notes are only useful if someone turns them into next steps.

HOW AI HELPS

AI organizes scattered notes into clear minutes with decisions and owners spelled out.

REAL-WORLD EXAMPLE

A team lead types messy bullet points during a call and has polished minutes ready before the next meeting starts.

20 min

WITHOUT AI

5 min

WITH AI

15 min

SAVED

PROMPT LIBRARY

BASIC

Turn these rough notes into organized meeting minutes with action items.

BETTER

Turn these rough notes into clean meeting minutes with a summary, key decisions, and action items with owners: [paste notes]

POWER USER

Act as an executive assistant. Turn these notes into professional minutes with: a 2-sentence summary, key decisions, action items with owner and due date, and open questions for follow-up: [paste notes]

**DO THIS NOW**

Take your messiest notes from this week and turn them into clean minutes right now.



USE 04

Meal Planning

~15 MIN SAVED PER WEEK

WHY IT MATTERS

Deciding what's for dinner every night is a small decision that quietly drains a lot of energy.

HOW AI HELPS

AI builds a week of dinners around what you already have, so decisions and grocery trips shrink.

REAL-WORLD EXAMPLE

A parent lists what's in the fridge and gets five dinners the family will actually eat, plus a short grocery list.

20 min

WITHOUT AI

5 min

WITH AI

15 min

SAVED

PROMPT LIBRARY

BASIC

Create five healthy dinners using these ingredients: [list ingredients]

BETTER

Create five healthy dinners for this week using mostly these ingredients: [list]. Keep each recipe under 30 minutes to cook.

POWER USER

Act as a home cook on a budget. Create five healthy dinners for a family of [number] using mostly: [list]. Include a short ingredient list, under 30 minutes each, and a grocery list for anything missing.

**DO THIS NOW**

List five ingredients you already have and ask AI to build tonight's dinner around them.

Think Faster, Plan Clearer

⌚ USES 05-06



USE 05

Weekly Planning

~10 MIN SAVED PER WEEK

WHY IT MATTERS

A week without a plan tends to fill itself with whatever feels urgent, not what matters most.

HOW AI HELPS

AI turns a messy list of appointments and priorities into a realistic day-by-day plan.

REAL-WORLD EXAMPLE

A small business owner pastes next week's appointments and gets a plan that groups errands and protects two hours for focused work.

15 min

WITHOUT AI

5 min

WITH AI

10 min

SAVED

PROMPT LIBRARY**BASIC**

Organize my week based on these appointments and priorities.

BETTER

Organize my week based on these appointments and priorities: [list]. Group similar tasks together and flag anything that looks overloaded.

POWER USER

Act as a productivity coach. Organize my week from this list: [list]. Build a day-by-day plan, group similar tasks, protect two hours of focus time, and flag any overloaded day.

**DO THIS NOW**

List next week's commitments and ask AI to build you a day-by-day plan.



USE 06

Brainstorming Ideas

~12 MIN SAVED PER SESSION

WHY IT MATTERS

Staring at a blank page is one of the slowest parts of any project.

HOW AI HELPS

AI generates a wide starting list in seconds, so you're refining ideas instead of hunting for the first one.

REAL-WORLD EXAMPLE

A teacher asks for ten class project ideas on a theme and picks three to adapt for her students.

15 min

WITHOUT AI

3 min

WITH AI

12 min

SAVED

PROMPT LIBRARY**BASIC**

Give me ten creative ideas for [topic or goal].

BETTER

Give me ten creative ideas for [topic/goal], aimed at [audience], with a one-line explanation for each.

POWER USER

Act as a creative strategist. Give me ten ideas for [topic/goal] aimed at [audience]. Rank them by how easy they'd be to start this week, and explain your top three in two sentences each.

**DO THIS NOW**

Ask AI for ten ideas on something you've been stuck on, then pick your favorite two.

Solve It, Then Learn It

🕒 USES 07-08



USE 07

Spreadsheet Formulas

~12 MIN SAVED PER PROBLEM

WHY IT MATTERS

A broken formula can stall a whole spreadsheet — and looking up the fix usually means leaving your work.

HOW AI HELPS

AI reads the formula, explains what it's doing in plain English, and hands you a working fix.

REAL-WORLD EXAMPLE

An office manager pastes a VLOOKUP error and gets a plain-English explanation plus the corrected formula in seconds.

15 min

WITHOUT AI

3 min

WITH AI

12 min

SAVED

PROMPT LIBRARY**BASIC**

Explain this Excel formula in simple English and tell me how to fix it.

BETTER

Explain this formula in simple English, tell me why it's returning an error, and show me the corrected version: [paste formula]

POWER USER

Act as a spreadsheet expert. Explain this formula in plain English, diagnose the error, give me the corrected formula, and suggest a simpler way to get the same result if one exists: [paste formula]

✓ DO THIS NOW

Paste your most confusing spreadsheet formula and ask AI to explain and fix it.



USE 08

Learning Something New

~20 MIN SAVED PER TOPIC

WHY IT MATTERS

Learning a new skill often stalls before it starts, buried under jargon and unclear starting points.

HOW AI HELPS

AI explains any topic in plain language, at exactly the level you're starting from.

REAL-WORLD EXAMPLE

A retiree asks AI to explain how index funds work "like a beginner" and finally understands their first investment.

30 min

WITHOUT AI

10 min

WITH AI

20 min

SAVED

PROMPT LIBRARY**BASIC**

Teach me [topic] like I'm a beginner using simple language.

BETTER

Teach me [topic] like I'm a complete beginner. Use plain language, real examples, and a short quiz at the end to check my understanding.

POWER USER

Act as a patient teacher. Teach me [topic] in beginner terms, using a real-world analogy. Break it into three short lessons, ending each with one question before moving on.

✓ DO THIS NOW

Pick one thing you've always meant to learn and ask AI to teach it like a beginner.

Run Your Life With Less Friction

⌚ USES 09–10



USE 09

Travel Planning

~70 MIN SAVED PER TRIP

WHY IT MATTERS

Planning a trip well can take hours of open tabs and half-finished research.

HOW AI HELPS

AI builds a realistic day-by-day itinerary around your budget and pace in one pass.

REAL-WORLD EXAMPLE

A family asks for a relaxed three-day trip on a set budget and gets a plan with one "don't miss" stop per day.

90 min

WITHOUT AI

20 min

WITH AI

70 min

SAVED

✂ PROMPT LIBRARY

BASIC

Plan a three-day trip to [destination] with a reasonable budget and minimal driving.

BETTER

Plan a three-day trip to [destination] for [number] people, budget around \$[amount]. Minimize driving and mix relaxed and active days.

POWER USER

Act as a travel planner. Plan a three-day trip to [destination] for [number] people, budget \$[amount]. Minimize driving, balance activity with downtime, suggest one "don't miss" spot per day, and flag anything needing advance booking.



DO THIS NOW

Pick your next trip idea and ask AI to build a three-day plan around it.



USE 10

Household Organization

~15 MIN SAVED PER WEEK

WHY IT MATTERS

A house runs better with a system — but building one from scratch takes time most people don't have.

HOW AI HELPS

AI builds a simple routine that spreads the work out, instead of one overwhelming weekend.

REAL-WORLD EXAMPLE

A family of four gets a cleaning schedule that takes fifteen minutes a day and actually gets followed.

20 min

WITHOUT AI

5 min

WITH AI

15 min

SAVED

✂ PROMPT LIBRARY

BASIC

Create a weekly cleaning schedule for a family of four that takes less than 20 minutes per day.

BETTER

Create a weekly cleaning schedule for a family of [number] that takes less than 20 minutes a day. Spread heavier chores across different days.

POWER USER

Act as a home organization expert. Create a weekly schedule for a family of [number], under 20 minutes a day, spreading heavier chores out, with a simple way to assign tasks if more than one person lives in the house.



DO THIS NOW

Ask AI to build your household a cleaning schedule under 20 minutes a day.

Ten Uses Today. A Habit This Year.

You don't need all ten habits at once. Pick the one that saves you the most time this week, use it until it feels automatic, then come back for the next one. That's how a habit sticks.

WEEKLY

Try One New Prompt

Pick one use case from this guide you haven't tried yet and run it once. Small experiments compound fast.

MONTHLY

Replace One Task

Look back at your month and pick one repetitive task to hand to AI permanently, not just once.

QUARTERLY

Review Your Prompts

Revisit your favorite prompts from this guide. Refine the ones you use often — a better prompt saves even more time.



"The best use of AI isn't doing more work. It's getting your time back."

10 Ways AI Can Save You Five Hours — Checklist

Print this page and check off each box as you try it this week.

☐

Used AI to write an email

☐

Summarized a document

☐

Organized meeting notes

☐

Planned meals

☐

Created a weekly plan

☐

Brainstormed ideas

☐

Solved a spreadsheet problem

☐

Learned something new

☐

Planned a trip

☐

Created a household system



Total Time Saved This Week:



Small Steps. Real Progress.

AI doesn't replace your experience, your judgment, or your relationships. It removes the repetitive work so you have more time for the parts of your job and your life that actually need you.

KEEP CLIMBING

Stop Letting Email Run Your Life

If this guide helped, the next one in The Humble Climb Systems Series is waiting for you
— free, practical, and ready in about 30 minutes.

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