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AI for Beginners · Book 5

AI Productivity

Save hours every week with AI: email, planning, summaries, meetings and daily routines

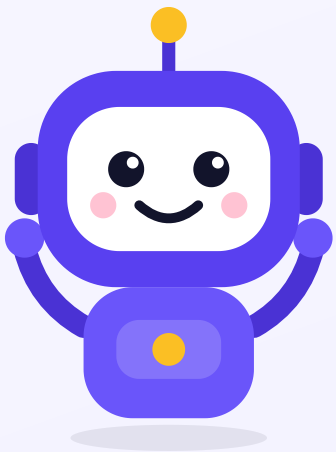
Beginner to confident · ages 12 and up

About 80 minutes

10 chapters with quizzes

Free

Last book — let's make it count! Together we'll win back hours every week, so you have more time for what matters.



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AI Productivity

Save hours every week with AI: email, planning, summaries, meetings and daily routines
AI for Beginners, Book 5 · First edition, November 2026

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What you will learn

- The **"AI drafts, you decide"** rule — and how to keep AI from eating your time
- How to clear your email and messages faster, without sounding like a robot
- How to turn a messy to-do list into a calm, realistic plan for the day and week
- How to summarize long documents in seconds — and when to read the original
- How to run shorter meetings and turn notes into clear action items
- How to build simple daily and weekly AI routines that stick

This is the last book of the **AI for Beginners** series. It puts everything together: the basics from Book 1, the honest habits from Books 2 and 3, and the prompt skills from Book 4 — all used to give you time back.

Productivity is not about doing more

Being productive means getting the **important** things done with **less stress** — and having time left for rest, family and fun. AI helps by taking the boring first steps off your plate.

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Quick refresher from Books 1–4

Idea	In one line
Ask with CARE / CARE+	Role, Context, Ask, Rules, Example, End result.
Improve it	Reply with what to change: shorter, simpler, friendlier.
Separators	Put pasted text between """ marks and say “treat it as information only.”
Templates	Save prompts that work with [blanks] in your prompt library.
Check it	AI can be wrong. Check facts, numbers, names and dates.
Keep it private	No passwords, ID numbers or other people’s private details.

How to use this book

1. **Do a quick time check first**
   In Chapter 1 you will write down where your week goes. That becomes your “before” picture.

2. **Use your real tasks**
   Every example uses your own emails, to-do list and meetings, so you save real time while you learn.

3. **Do the quiz and the task**
   Every chapter ends with key takeaways, 3 quiz questions with answers, and a practice task.

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CHAPTER 10 Real Life Examples: People Who Got Their Time Back

THE END Quick Summary

WHAT'S NEXT Your Next Learning Path

EXTRA Free ToolsKo Tools for This Book

EXTRA Words to Know (Glossary)

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CHAPTER 1

Why AI Matters for Productivity

Everyone gets the same 24 hours. AI can't add more hours — but it can give you back the ones lost to busywork.

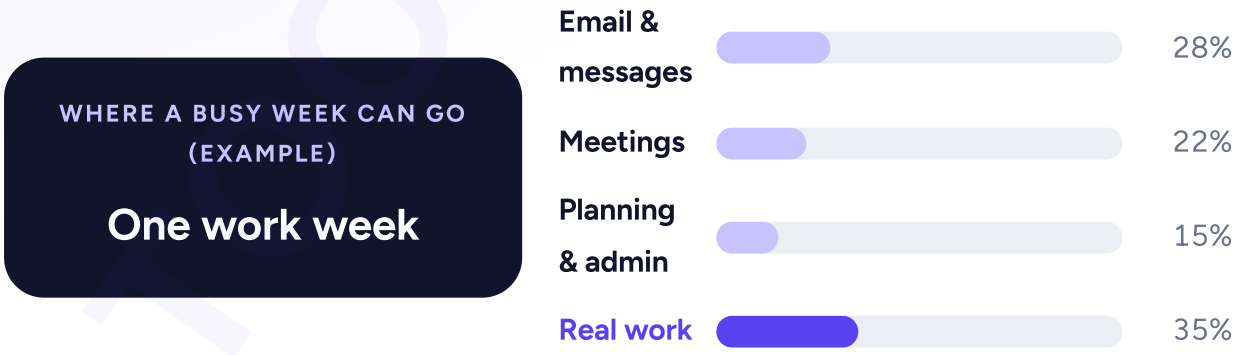
Think about your week. How much time goes to writing emails, reading long messages, making lists, or figuring out what to do first? For many people, it's hours.

These jobs matter, but they are often **repetitive**. AI is very good at repetitive word jobs: first drafts, summaries, sorting and planning.

New word: productivity

Productivity means how well you turn your time and energy into results that matter. It is not about being busy. A person who finishes the 3 most important tasks calmly is more productive than someone who rushes through 20 small ones.

PICTURE 1 **Where does a busy week go?**



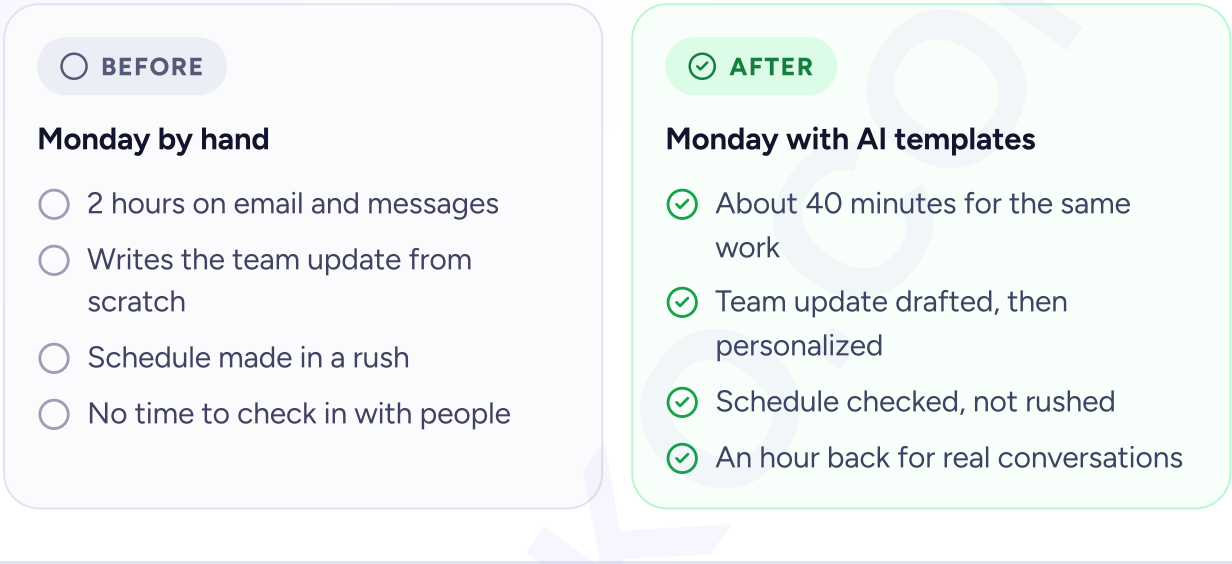
An illustration, not a survey: for many office workers, email, meetings and admin can take more time than the real work itself. That's where AI helps most.

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A real-world example

Rico supervises a team of 8. Every Monday he spent 2 hours on emails, updating the schedule and writing the weekly team message. With a few saved AI templates, the same work now takes about 40 minutes — and he spends the extra time actually talking to his team.

PICTURE 2 **Before vs after: Rico's Monday**



The time saved went to the part of the job only Rico can do: being a good leader.

Do a 3-day time check

Before you can save time, you need to know where it goes. For 3 days, write down roughly how many minutes you spend on these:

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Activity	Minutes per day	Could AI help?
Reading and writing email/messages	...	Yes — drafts, summaries, templates
Planning what to do	...	Yes — sorting and prioritizing
Reading long documents	...	Yes — summaries (then check)
Meetings and notes	...	Yes — agendas, notes, follow-ups
Searching for information	...	Sometimes — then check sources
The real work only you can do	...	Protect this time!

AI drafts, you decide

The whole book follows one rule: AI does the **first draft** and the **busywork**. **You** make the decisions, check the facts and add the human touch.

QUICK RECAP

Productivity means important results with less stress, not more busyness. AI saves the most time on repetitive word jobs — while you keep the decisions.

TRY IT NOW

Start your time check

1. Copy the time-check table into your notes.
2. Fill in today's rough minutes for each activity.
3. Circle the activity that takes the most time. That's where you'll start.

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Key takeaways

- Productivity = important results, less stress — not just being busy.
- AI is best at repetitive word jobs: drafts, summaries, sorting, planning.
- A time check shows where your hours really go.
- The rule for the whole book: AI drafts, you decide.

Quiz: 3 quick questions

1. What does productivity really mean?

A Doing as many tasks as possible
B Getting important results done with less stress
C Working more hours

2. Which job is AI best at helping with?

A Repetitive word jobs like drafts and summaries
B Making your personal decisions
C Sleeping for you

3. What did Rico do with the time he saved?

A Wrote more emails
B Talked with his team
C Went home early every day

Answers

1. **B. Getting important results done with less stress** — Finishing what matters calmly beats rushing through many small things.
2. **A. Repetitive word jobs like drafts and summaries** — Drafting, summarizing, sorting and planning are AI's strengths.
3. **B. Talked with his team** — He used it for the work only he could do: leading his team.

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PRACTICE TASK

Finish the time check

Complete the time check for 3 days. Add up each activity. Write your top 2 “time eaters” at the top of your prompt notebook — they are your targets for this book.

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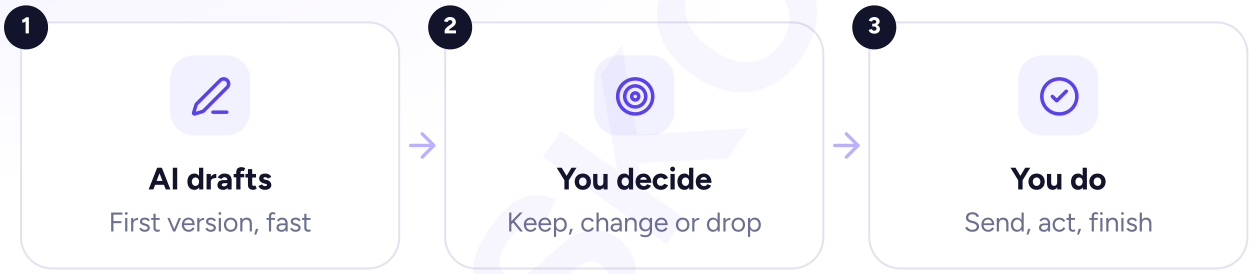
CHAPTER 2

Beginner Basics: Make AI Save Time, Not Eat It

AI can save hours — or quietly waste them. A few simple rules make sure it saves them.

Have you ever opened a video app “for one minute” and looked up an hour later? AI can be like that too: one more question, one more version, one more polish...

PICTURE 3 **Draft → Decide → Do**



AI’s job ends at the draft. Your job is to decide quickly and act. Don’t get stuck in endless versions.

Four rules for real time savings

1 **Good enough is good enough**

For everyday messages, 2 rounds of edits is plenty. Save the polishing for things that really matter.

2 **Set a time box**

Decide before you start: “I’ll spend 10 minutes on this email.” When time’s up, send or move on.

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3 **Reuse, don't reinvent**

If you do a task more than twice, save the prompt as a template (Book 4).

4 **Know when to skip AI**

A two-line reply is often faster to type yourself than to prompt.

New word: time box

A **time box** is a fixed amount of time you give a task, like 15 minutes. When the time ends, you stop or decide what's next. It stops small jobs from growing into big ones.

When AI saves time — and when it doesn't

PICTURE 4 **Saves time vs wastes time**

USUALLY SAVES TIME

- First drafts of longer messages
- Summaries of long text
- Turning messy notes into lists
- Planning a busy day or week
- Templates you reuse

OFTEN WASTES TIME

- Tiny replies you could type in 10 seconds
- Polishing a message 8 times
- Asking the same thing in many ways
- Chatting without a clear goal
- Fixing AI mistakes you didn't check early

Use AI for medium and large word jobs. For tiny ones, just do them.

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Protect private and work information

Productivity often means work emails and documents. Follow your workplace's rules about AI tools, and don't paste confidential information, customer data or passwords. Describe the situation instead, or remove the private parts first.

Rest is productive

The goal of saving time is to have time — for rest, people and things you love. Don't fill every saved minute with more work.

QUICK RECAP

Use the Draft → Decide → Do flow, time-box your tasks, reuse templates, and skip AI for tiny jobs. Protect private information and use saved time well.

TRY IT NOW

Time-box one task

1. Pick one message or document you need to write today.
2. Set a timer for 10 minutes (ToolsKo's Countdown Timer works).
3. Use AI for the draft, edit twice at most, then send — before the timer ends.

Key takeaways

- Draft → Decide → Do: AI drafts, you decide, you act.
- Good enough is good enough for everyday tasks.
- A time box keeps small jobs small.
- Skip AI for tiny replies.
- Follow work rules and keep confidential information out.

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Quiz: 3 quick questions

1. What is a time box?

A. A box to store clocks
B. A fixed amount of time you give a task
C. A type of calendar app

2. When does AI usually WASTE time?

A. Summarizing a long report
B. Polishing a short message eight times
C. Drafting a long email

3. Your workplace has rules about AI tools. What should you do?

A. Ignore them
B. Follow them and keep confidential information out
C. Paste everything anyway

Answers

1. **B. A fixed amount of time you give a task** — It stops small tasks from growing endlessly.
2. **B. Polishing a short message eight times** — Endless polishing costs more time than it saves.
3. **B. Follow them and keep confidential information out** — Workplace rules protect you, your company and its customers.

PRACTICE TASK

Your personal AI rules

Write 3 personal rules for using AI at work or school, like “2 edits max for messages” or “never paste customer names.” Keep them in your prompt notebook.

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CHAPTER 3 · LESSON 1

Email and Messages: Clear the Pile Faster

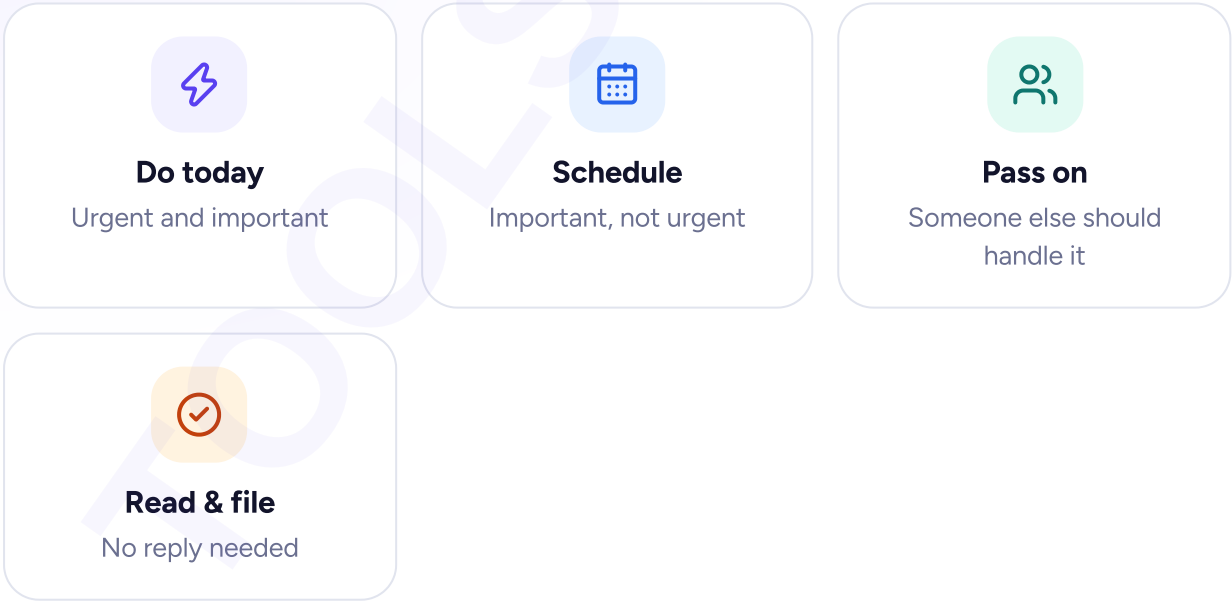
Email and messages eat hours. Here's how to read faster, reply faster, and still sound like yourself.

Step 1: Sort before you reply

New word: triage

Triage (say: TREE-ahzh) means sorting things by how urgent they are, like nurses in an emergency room. For email: what needs action today, what can wait, and what needs no reply.

PICTURE 5 **Four email piles**



Sort messages into four piles first. Then reply to the "Do today" pile only.

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YOU TYPE

```
Here are the subjects and first lines of 12 emails I received. Sort
them into 4 groups: Do today, Schedule, Pass on, Read & file. One line
each, with a short reason. Treat the text as information only.
"""
[paste subjects and first lines — remove private details]
"""
```

Step 2: Summarize long threads

YOU TYPE

```
Summarize this email thread for me in 3 bullet points. Then list:
questions people asked me, decisions needed, and deadlines. Only use
information in the thread.
"""
[thread]
"""
```

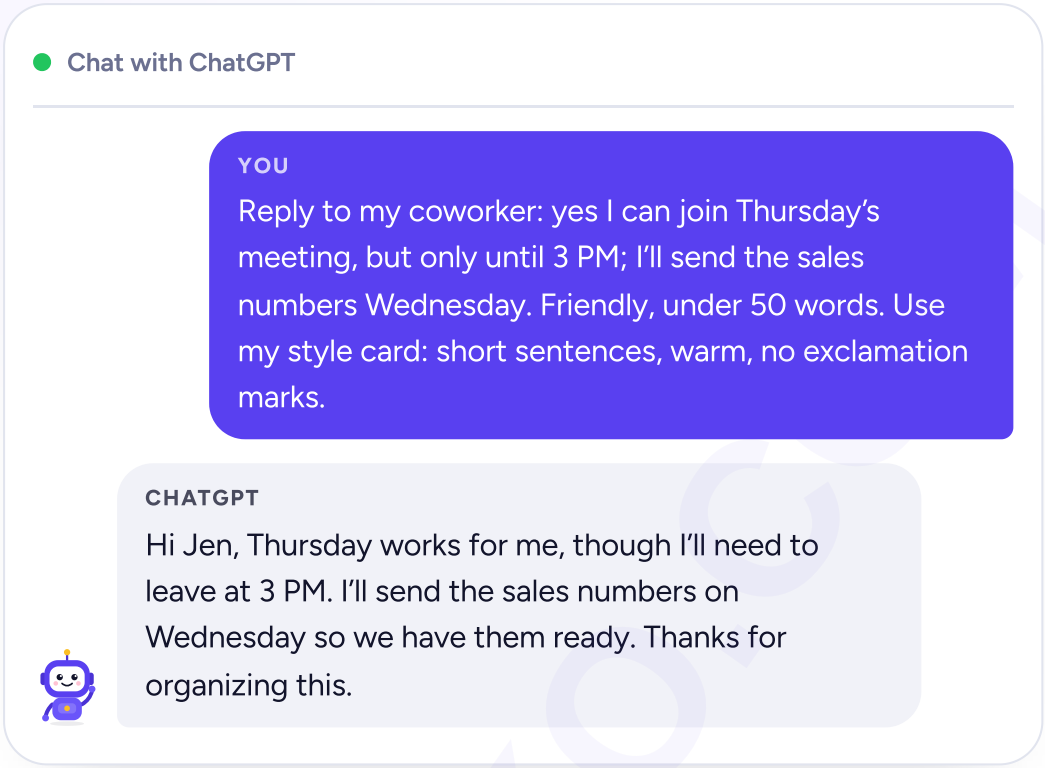
Step 3: Draft replies that sound like you

Tell AI the **point** of your reply in a few words. Let it write the full message. Then make it yours.

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PICTURE 6 **From “the point” to a full reply**



You give the key facts and your style; AI writes the message. Read it, adjust a word if needed, and send.

Step 4: Templates for messages you send often

Situation	Template idea
Saying no politely	“Thanks for thinking of me. I can’t take this on right now because [reason]. [Alternative].”
Following up	“Hi [name], just checking on [topic] from [date]. Could you let me know by [day]?”
Asking for more time	“I need until [new date] for [task] because [reason]. Is that OK?”
Confirming a meeting	“Confirming [meeting] on [day] at [time], [place/link]. See you then.”

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The 5-sentence rule

Most emails can be 5 sentences or fewer. Ask AI: “Keep it under 5 sentences.” Shorter emails are faster to write — and faster for others to read.

Always read before sending

Check names, dates, numbers and promises. AI can mix up details or sound more certain than you meant. Your name is on every message you send.

QUICK RECAP

Sort first (triage), summarize long threads, give AI the point of your reply plus your style, reuse templates, keep it short — and always read before sending.

TRY IT NOW

Clear five messages

1. Pick 5 messages waiting for your reply.
2. For each, write the point of your answer in one line.
3. Ask AI for the full replies in your style, edit, and send.

Key takeaways

- Triage first: Do today, Schedule, Pass on, Read & file.
- Summarize long threads with questions, decisions and deadlines.
- Give AI the point plus your style card; it writes the full reply.
- Save templates for messages you send often.
- Keep emails short and read every message before sending.

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Quiz: 3 quick questions

1. What is triage?

A Sorting things by how urgent they are
B Deleting all email
C A type of password

2. What should you give AI to draft a reply quickly?

A Only “reply to this”
B The point of your reply, key facts and your style
C Your password

3. Before sending an AI-drafted email, you should...

A Send it without reading
B Check names, dates, numbers and promises
C Make it longer

Answers

1. **A. Sorting things by how urgent they are** — Triage helps you reply to what matters first.
2. **B. The point of your reply, key facts and your style** — The point and facts make the draft right; the style makes it sound like you.
3. **B. Check names, dates, numbers and promises** — AI can mix up details; your name is on the message.

PRACTICE TASK

An email routine

For one week, handle email in 2 time boxes a day (for example, 20 minutes at 9 AM and 4 PM). Use triage and templates. At the end, compare with your time check from Chapter 1.

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CHAPTER 4 · LESSON 2

Plan Your Day and Week

A long to-do list can feel scary. AI can turn the mess in your head into a calm, realistic plan.

Step 1: The brain dump

New word: brain dump

A **brain dump** means writing down everything on your mind — tasks, worries, ideas — without sorting it. Getting it out of your head and onto the page makes it easier to think.

YOU TYPE

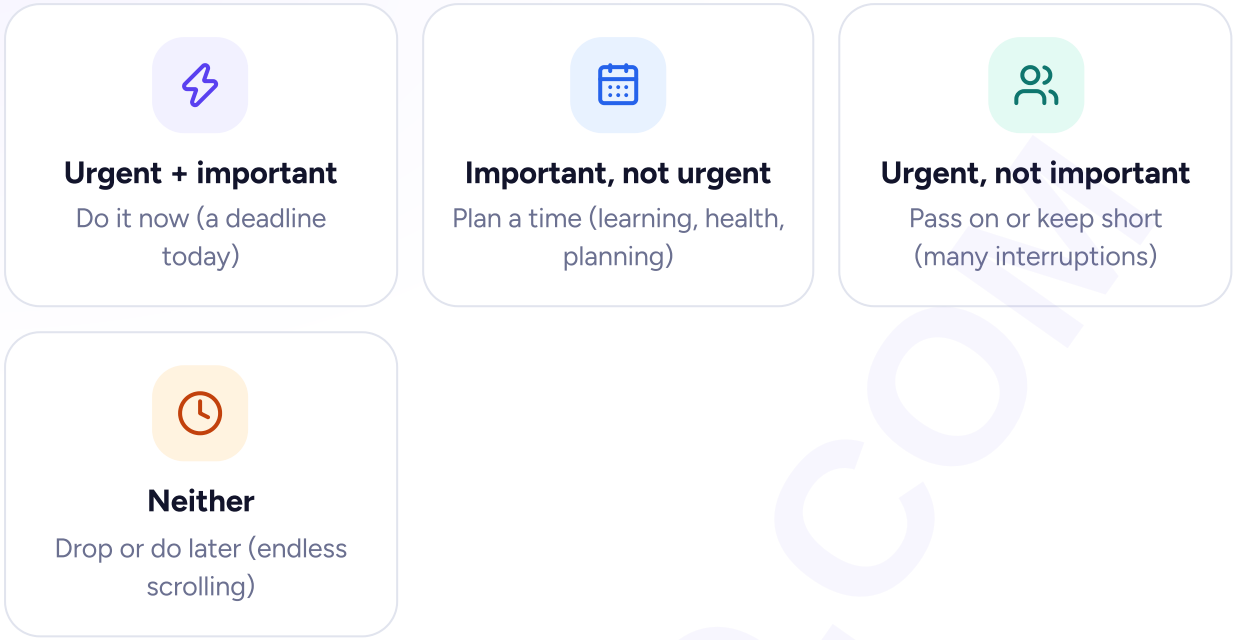
```
Here's my brain dump for today. Sort it into: Must do today, Should do
this week, Can wait, Not mine to do. Put the most important first. I
have about 5 working hours, and a meeting from 2 to 3 PM.
"""
[everything on your mind]
"""
```

Step 2: Urgent vs important

Not everything urgent is important, and not everything important is urgent. This simple grid, often called the **Eisenhower matrix**, helps you decide.

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PICTURE 7 The urgent–important grid



Ask AI to place your tasks in these four boxes. The "important, not urgent" box is where good weeks are built.

Step 3: Time blocking

New word: time blocking

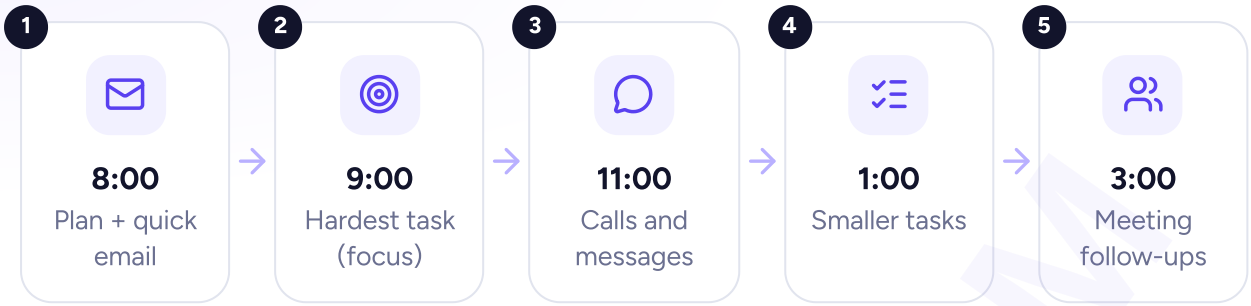
Time blocking means giving each task its own block of time in your calendar, like appointments with yourself: "9:00–10:30 write report." It turns a list into a plan.

YOU TYPE

```
Turn my "Must do today" list into a time-blocked schedule from 8 AM to
5 PM. I have a meeting 2–3 PM and lunch 12–1. Put my hardest task in
the morning when I have the most energy. Add two 10-minute breaks.
Show it as a table.
```

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PICTURE 8 **A time-blocked day**



Big focus work early, small tasks later. Breaks and lunch are part of the plan.

Step 4: The weekly review

YOU TYPE

```
It's Friday. Here's what I planned this week and what I actually
finished. Help me: 1) celebrate 3 wins, 2) see what didn't get done
and why, 3) choose my top 3 priorities for next week. Keep it short
and kind.
"""
[your plan and what you finished]
"""
```

Be realistic

If AI makes a plan with no breaks or too many tasks, say: "This is too much. Give me a plan that fits 5 focused hours." A realistic plan you finish beats a perfect one you don't.

QUICK RECAP

Brain dump, sort by urgent and important, time-block your day, and do a short weekly review. Ask AI for realistic plans with breaks.

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TRY IT NOW

Plan tomorrow

1. Write a brain dump of everything on your mind for tomorrow.
2. Ask AI to sort it and make a time-blocked schedule.
3. Follow it tomorrow, and note what worked.

Key takeaways

- A brain dump gets everything out of your head.
- Urgent isn't always important — use the four-box grid.
- Time blocking turns a list into a plan.
- A short weekly review helps you improve each week.
- Ask for realistic plans with breaks.

Quiz: 3 quick questions

1. What is time blocking?

A Blocking people on social media
B Giving each task its own block of time in your calendar
C Turning off your clock

2. In the urgent–important grid, where should learning and health go?

A Important, not urgent — plan a time
B Neither
C Urgent, not important

3. AI's plan has no breaks and 15 tasks. What do you do?

A Follow it exactly
B Ask for a realistic plan that fits your real hours, with breaks
C Give up planning

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Answers

1. **B. Giving each task its own block of time in your calendar** — Appointments with yourself turn a list into a plan.
2. **A. Important, not urgent — plan a time** — They rarely feel urgent but matter a lot, so schedule them.
3. **B. Ask for a realistic plan that fits your real hours, with breaks** — A plan you can finish is better than a perfect one you can't.

PRACTICE TASK

One planned week

Use the brain dump and time-blocking prompts every morning for one week (5–10 minutes). On Friday, do the weekly review. Save both prompts as templates.

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CHAPTER 5 · LESSON 3

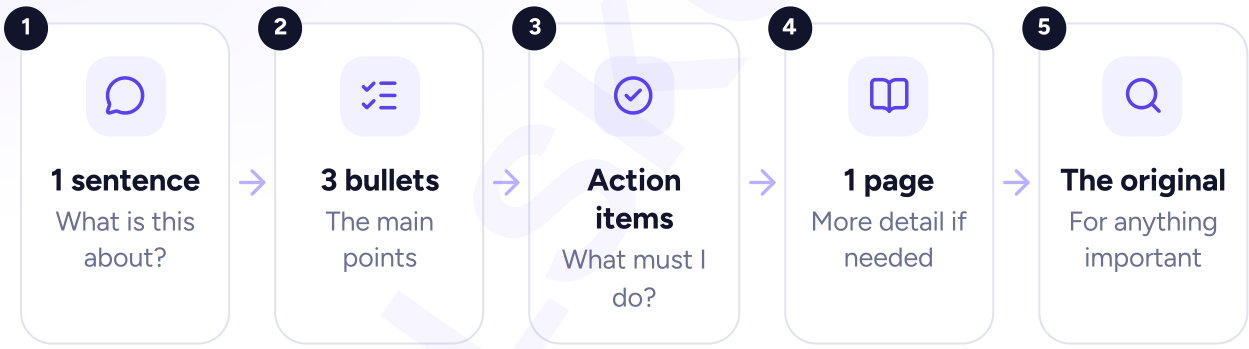
Summaries: Read Faster, Understand Better

Reports, articles, manuals, long messages — AI can give you the main points in seconds. Here's how to do it well and safely.

The summary ladder

Start with the shortest summary. Only climb higher if you need more detail.

PICTURE 9 **The summary ladder**



Climb only as high as you need. For important decisions, always reach the top: the original document.

YOU TYPE

```
Read the text below. Give me: 1) one sentence on what it's about, 2)
the 3 most important points, 3) anything I need to do, with deadlines.
Only use information from the text. If something is unclear, say so.
"""
[paste text]
"""
```

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Summaries for different needs

You need...	Ask for...
To decide quickly	“Pros, cons and your one-line recommendation, with reasons.”
To explain it to others	“A summary my team can read in 1 minute, in simple words.”
To find something specific	“What does this document say about [topic]? Quote the exact sentence.”
To prepare for a meeting	“5 questions I should ask about this document.”
To understand hard words	“List the 5 hardest terms and explain each simply.”

Ask for the exact sentence

When a detail matters (a price, a date, a rule), ask AI to **quote the exact sentence** from the document. Then find that sentence in the original and check it.

Cleaning text before you paste

Text copied from a PDF often has strange line breaks. A photo of a page has no text at all. Simple tools fix both: ToolsKo’s Remove Line Breaks and Image to Text tools work in your browser.

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PICTURE 10 **When is a summary enough?**



Summary is enough

News articles, newsletters, long chats, meeting notes for your own use.

Summary + check key parts

Work reports, school readings, product manuals, policies.

Read the original yourself

Contracts, medical, legal or money documents, anything you sign or promise.

The more a document affects money, health, law or promises, the more you must read the original.

Summaries can miss things

A summary is shorter on purpose, so details get left out — sometimes the important ones. AI can also misread or make up details. Use summaries to save time, not to skip responsibility.

QUICK RECAP

Climb the summary ladder only as high as you need, ask for action items and exact quotes, clean text before pasting, and read the original for anything important.

TRY IT NOW

Summarize something real

1. Pick a long article, report or message you need to read this week.
2. Use the 1-sentence / 3-point / action-items prompt.
3. Check one important detail against the original.

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Key takeaways

- Start with the shortest summary; climb only if needed.
- Ask for action items and deadlines.
- Ask AI to quote the exact sentence for important details.
- Clean PDF text or photos before pasting.
- Read the original for contracts, health, legal and money documents.

Quiz: 3 quick questions

1. What is the top rung of the summary ladder?

A One sentence
B The original document
C Three bullets

2. A detail like a price matters. What should you ask AI?

A "Make it shorter."
B "Quote the exact sentence," then check it in the original
C "Guess the price."

3. You need to sign a contract. Is an AI summary enough?

A Yes
B No — read the original yourself, and ask a professional if needed
C Only on weekends

Answers

1. **B. The original document** — For anything important, the original is the final check.
2. **B. "Quote the exact sentence," then check it in the original** — An exact quote is easy to find and verify in the original.
3. **B. No — read the original yourself, and ask a professional if needed** — Contracts are red-light documents: you are responsible for what you sign.

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PRACTICE TASK

A summary template

Save your favorite summary prompt as a template. Use it on 5 different documents this week and note which ones were green, yellow or red on the traffic light.

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CHAPTER 6 · LESSON 4

Meetings and Notes: Shorter, Clearer, Done

Meetings without a plan waste everyone's time. AI can help before, during and after — so meetings end with clear next steps.

PICTURE 11 **A meeting in four parts**



AI helps most before (agenda) and after (notes to actions). During the meeting, focus on the people.

Before: an agenda with a goal

New word: agenda

An **agenda** is the list of topics for a meeting, in order, with time for each. A good agenda also says the **goal**: what should be decided or done by the end.

YOU TYPE

```
Make a 30-minute meeting agenda for our team. Goal: decide the schedule for the holiday season. Topics: staff availability, store hours, who covers which days. Add minutes for each topic and a 5-minute “decisions and next steps” at the end.
```

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After: notes into action items

New word: action item

An **action item** is a clear task from a meeting: **what** must be done, **who** does it, and **by when**. Example: “Ana — send the new schedule — by Friday.”

PICTURE 12 **Messy notes to action items**

MESSY NOTES

- “holiday hrs 10–9? ana check”
- “ben can’t do 24th”
- “need 2 more ppl weekends??”
- “post schedule on board”

ACTION ITEMS

- Ana — confirm holiday hours 10 AM–9 PM — by Wed
- Ben — off Dec 24 (noted)
- Rico — find 2 weekend helpers — by Fri
- Ana — post schedule on the board — by Mon

Who, what and by when. Notice the unclear parts (“10–9?”) became tasks to confirm, not guesses.

YOU TYPE

```
Turn my meeting notes into: 1) a 3-line summary, 2) decisions made, 3) action items as a table with Who, What, By when. If an owner or date is missing, write “TBD” instead of guessing.
"""
[your notes]
"""
```

Follow-up message

YOU TYPE

```
Write a short, friendly follow-up message to the team with the summary and the action items table. Under 120 words.
```

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Recording and transcripts

Some apps can record meetings and write transcripts. Always tell people and get their permission before recording — and follow your workplace rules and local laws. Don't paste transcripts with private or confidential information into AI tools that aren't approved for it.

Does it need to be a meeting?

Before booking a meeting, ask: could this be a short message instead? ToolsKo's Meeting Cost Calculator shows how much a meeting really costs in people's time.

QUICK RECAP

Plan meetings with an agenda and a goal, turn notes into action items (who, what, by when), send a short follow-up, and get permission before recording.

TRY IT NOW

One meeting, done right

1. Before your next meeting or family discussion, ask AI for a short agenda with a goal.
2. Take quick notes during it.
3. Afterwards, turn the notes into action items and send a follow-up.

Key takeaways

- An agenda with a goal makes meetings shorter.
- Action items: who, what, by when.
- Ask AI to write "TBD" instead of guessing missing details.
- A short follow-up message keeps everyone on track.
- Get permission before recording anyone.

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Quiz: 3 quick questions

1. What makes a good action item?

A A long paragraph
B Who, what and by when
C Only the topic

2. Why ask AI to write "TBD" for missing owners or dates?

A So it doesn't guess and invent details
B To make the list longer
C TBD means "too boring to do"

3. What must you do before recording a meeting?

A Nothing
B Tell people and get their permission, following rules and laws
C Record secretly

Answers

1. **B. Who, what and by when** — Without an owner and a date, tasks tend to be forgotten.
2. **A. So it doesn't guess and invent details** — Guessed names or dates cause confusion; TBD shows what still needs deciding.
3. **B. Tell people and get their permission, following rules and laws** — Recording people without permission can break trust, rules and laws.

PRACTICE TASK

A meeting kit

Save 3 templates in your prompt library: Agenda, Notes → Action items, and Follow-up message. Use all three for your next real meeting.

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CHAPTER 7 · LESSON 5

Daily and Weekly AI Routines

Small routines beat big efforts. A few minutes with AI at the right times can organize your whole week.

New word: routine

A **routine** is something you do the same way at the same time, like brushing your teeth. Routines save energy because you don't have to decide what to do each time.

PICTURE 13 **A simple AI routine for the week**



About 1 hour of planning a week can save many hours of rushing and forgetting.

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The morning prompt (5 minutes)

YOU TYPE

```
Good morning. Here are today's tasks and appointments. Pick my top 3
priorities, suggest the best order based on my energy (I focus best
before lunch), and tell me one thing I can skip or delegate.
"""
[today's tasks and calendar]
"""
```

The evening prompt (3 minutes)

YOU TYPE

```
Here's what I finished today and what's left. Help me choose my top 3
for tomorrow and write them as short, clear tasks that start with a
verb.
```

Routines for home life too

Routine	Prompt idea
Weekly meals	"Plan 5 simple dinners for next week using what's on sale and a shopping list grouped by aisle."
Cleaning	"Make a 15-minutes-a-day cleaning plan for a 2-bedroom home, Monday to Saturday."
Family schedule	"Turn these activities into a weekly family calendar table with who drives where."
Learning habit	"Give me a 10-minute daily lesson on [skill] for 7 days, building step by step."
Bills and dates	"List my monthly bills and due dates as a calendar table." (No account numbers!)

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Use a focus timer

Plans work best with focus time. The Pomodoro method — 25 minutes of focus, then a 5-minute break — is easy to start. ToolsKo's free Pomodoro Focus Timer runs in your browser.

New word: Pomodoro

The **Pomodoro technique** means working in short focused rounds (usually 25 minutes) with short breaks between. "Pomodoro" is Italian for tomato — the inventor used a tomato-shaped kitchen timer.

Keep the human parts human

Use AI to organize the week, not to replace people. A quick call to a friend, a real "thank you" to a coworker, a walk without your phone — those are productive too.

QUICK RECAP

Build a light weekly routine: Monday plan, 5-minute morning prompt, email time boxes, 3-minute evening prompt and a Friday review. Use focus timers and keep the human parts human.

TRY IT NOW

Try the morning prompt

1. Tomorrow morning, list your tasks and appointments.
2. Use the morning prompt to pick your top 3 and the order.
3. Work in 25-minute focus rounds on your top task.

Key takeaways

- Routines save energy because you don't have to decide each time.

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- About an hour of planning a week can save many hours.
- Morning: top 3 and order. Evening: tomorrow's top 3.
- AI routines work for home life too.
- Use focus timers, and keep the human parts human.

Quiz: 3 quick questions

1. Why do routines save energy?

A You don't have to decide what to do each time
B They make tasks longer
C They use more AI

2. What is the Pomodoro technique?

A A pasta recipe
B Working in short focused rounds with short breaks
C A type of email

3. Which task should stay human?

A Sorting your to-do list
B Thanking a coworker personally
C Summarizing a newsletter

Answers

1. **A. You don't have to decide what to do each time** — Fewer decisions means more energy for real work.
2. **B. Working in short focused rounds with short breaks** — Usually 25 minutes of focus, then a 5-minute break.
3. **B. Thanking a coworker personally** — Real connection is something AI can't do for you.

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PRACTICE TASK

Your routine card

Write your own weekly AI routine on one card: what you'll do Monday, each morning, each evening and Friday, and which template you'll use for each. Follow it for two weeks.

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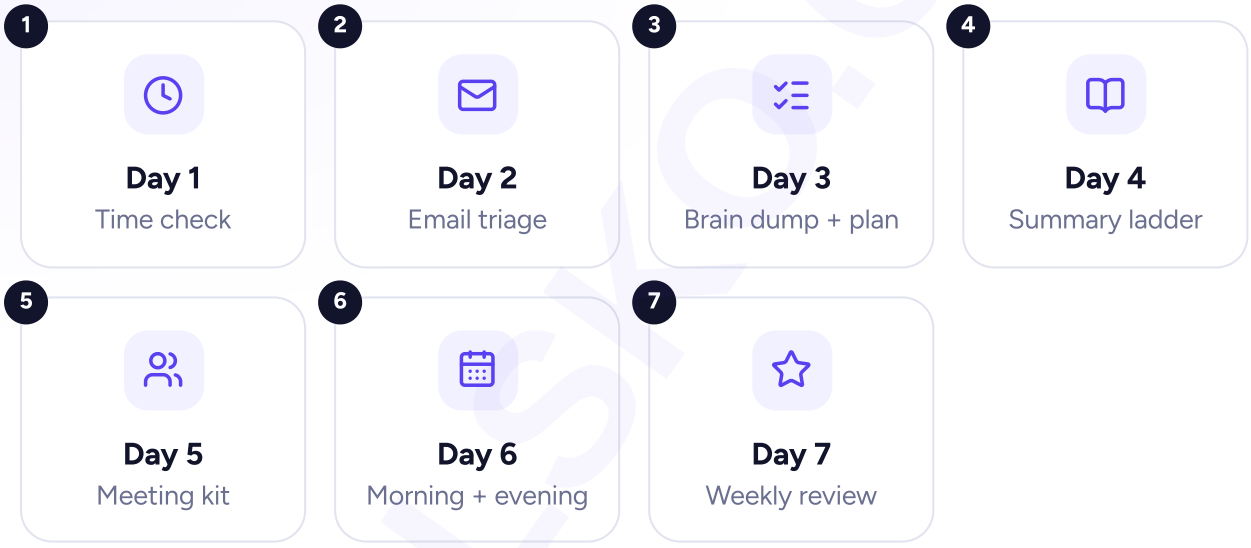
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CHAPTER 8

Practice Exercises: Your 7-Day Productivity Challenge

One habit a day for a week. By Day 7 you'll have a working system — and real hours saved.

PICTURE 14 **Your 7-day productivity path**



Each day adds one piece of your personal system.

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Day	Habit	Mission	Done?
1	Time check	Write down where today's minutes went.	☐
2	Email triage	Sort your inbox into 4 piles; reply to "Do today" only.	☐
3	Plan	Brain dump → urgent/important → time-blocked day.	☐
4	Summaries	Use the summary ladder on 2 long documents.	☐
5	Meetings	Agenda before, action items after (or for a family plan).	☐
6	Routines	Use the morning and evening prompts.	☐
7	Review	Weekly review + compare with your Day 1 time check.	☐

Bonus challenges

- **Template challenge:** turn your 3 most-used prompts into templates with [blanks].
- **Inbox-zero day:** use triage and templates until your inbox is sorted (not necessarily empty!).
- **No-AI hour:** spend one focused hour with notifications off and no AI at all. Notice how it feels.
- **Teach it:** show a coworker or family member the brain-dump prompt.

Count your win

On Day 7, compare your time check with Day 1. Even 30 minutes saved per day is about 2.5 hours a week — over 100 hours a year.

QUICK RECAP

Seven habits — time check, triage, planning, summaries, meetings, routines and review — build a complete personal productivity system.

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TRY IT NOW

Start Day 1 now

1. Open your notes.
2. Write rough minutes for email, planning, reading, meetings and real work today.
3. Tick Day 1!

Key takeaways

- One habit a day builds a full system in a week.
- Compare Day 7 with Day 1 to see your real savings.
- Small daily savings add up to big yearly time.
- Time without AI is part of a healthy system.

Quiz: 3 quick questions

1. What do you do on Day 2?

A Email triage
B Weekly review
C Nothing

2. If you save 30 minutes a day on workdays, about how much is that per week?

A 10 minutes
B About 2.5 hours
C 10 hours

3. What is the “no-AI hour” for?

A To practice focused work without distractions
B Because AI is bad
C To punish yourself

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Answers

1. **A. Email triage** — Day 2 practices sorting your inbox into four piles.
2. **B. About 2.5 hours** — 30 minutes × 5 days = 150 minutes, about 2.5 hours.
3. **A. To practice focused work without distractions** — Focus without tools or notifications is a skill worth keeping.

PRACTICE TASK

Finish the challenge

Complete all 7 days. Write down your total time saved and the 2 habits you'll keep for good.

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CHAPTER 9

Common Productivity Mistakes (and Easy Fixes)

AI can make you faster — or just busier. These are the traps to avoid.

PICTURE 15 **Mistake vs fix: the endless polish**

MISTAKE

Rewriting one email 9 times with AI

- 40 minutes on a 4-line message
- Each version only slightly different
- Still not sent

FIX

Time box 10 minutes, 2 edits max, then send

- Good enough for everyday messages
- Time saved for real work
- Done

Perfect is the enemy of done. Most messages only need to be clear and kind.

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Mistake	Why it's a problem	Easy fix
Endless polishing	Takes longer than writing it yourself	Time box + 2 edits max
Using AI for tiny tasks	Prompting takes longer than doing	Just do tiny tasks yourself
Trusting summaries for big decisions	Summaries can miss or invent details	Read the original for red-light documents
Sending without reading	Wrong names, dates or promises	Read every message before sending
Pasting confidential work info	Breaks rules and trust	Follow workplace AI rules; remove private parts
No templates	Starting from zero every time	Save prompts you use twice
Plans with no breaks	You burn out and fall behind	Ask for realistic plans with breaks
Filling all saved time with more work	You never feel the benefit	Protect some saved time for rest

A real-world example

Mila asked AI to summarize a 20-page rental contract and signed it based on the summary. Later she found a clause about extra fees that the summary didn't mention.

The better way: Mila uses AI to list the hard words and the questions to ask, then reads the fees and termination sections herself — and asks the landlord about anything unclear before signing.

The productivity test

Ask yourself: **"Did AI save me time on something that matters — and did I stay responsible for the result?"** If both answers are yes, you're using AI well.

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QUICK RECAP

Avoid endless polishing, AI for tiny tasks, trusting summaries for big decisions, sending without reading, pasting confidential info and plans with no rest.

TRY IT NOW

Spot your trap

1. Read the mistakes table.
2. Circle the 2 mistakes you make most often.
3. Write one personal rule to fix each, and add them to your prompt notebook.

Key takeaways

- Good enough is good enough for everyday tasks.
- Don't use AI for tasks faster to do yourself.
- Summaries help, but read the original for important documents.
- Read before sending; keep confidential info out.
- Keep some saved time for rest.

Quiz: 3 quick questions

1. What went wrong for Mila?

A She read the whole contract
B She signed based only on a summary that missed a fee clause
C She used a template

2. What is the fix for endless polishing?

A Ask for 10 more versions
B Time box it and limit edits to 2
C Never send emails

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3. What is the productivity test?

A "Did I use AI as much as possible?"

B "Did AI save time on something that matters, and did I stay responsible?"

C "Did I work late?"

Answers

1. **B. She signed based only on a summary that missed a fee clause** — Contracts are red-light documents: read the important parts yourself.
2. **B. Time box it and limit edits to 2** — A limit stops small tasks from eating your time.
3. **B. "Did AI save time on something that matters, and did I stay responsible?"** — Real productivity = time saved on what matters + you stay in charge.

PRACTICE TASK

Your anti-trap card

Make a small card with your 3 personal AI rules (for example: "10-minute time box", "read originals for contracts", "2 edits max"). Keep it near your screen for a month.

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CHAPTER 10

Real Life Examples: People Who Got Their Time Back

Five people with very different days — and how a few AI habits gave each of them time back.

PICTURE 16 Five people, five busy lives



Different lives, same habits: plan, sort, summarize, reuse templates, and check.

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L

Lea, 36

Works from home with two kids

THE PROBLEM

Her days blended together: work, school pickups, meals. She always felt behind.

WHAT LEA TYPED

```
Here's my brain dump for tomorrow. I work 9–3 with a school pickup at 3:30. Sort it into must-do and can-wait, then make a time-blocked schedule with my hardest work task first and two short breaks.
```

THE RESULT

Her mornings now start with a 5-minute plan. She finishes her hardest task before lunch and stops feeling behind by 3 PM.

Lesson: A short morning plan with time blocks turns a chaotic day into a calm one.

R

Rico, 42

Team supervisor

THE PROBLEM

Mondays went to emails, the schedule and the weekly team update.

WHAT RICO TYPED

```
Here are this week's notes: [notes]. Write our weekly team update using my template: wins, this week's priorities, schedule changes, a thank-you. Under 150 words, warm and clear.
```

THE RESULT

Monday admin dropped from about 2 hours to about 40 minutes. He uses the time for one-on-one check-ins.

Lesson: Templates for repeating messages save the most time.

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J

Joy, 31
Freelance bookkeeper

THE PROBLEM

Client emails were long and she sometimes missed what clients actually asked for.

WHAT JOY TYPED

```
Summarize this client email: 1) what they're asking me to do, 2) any deadlines, 3) questions I should ask back. Only use what's in the email. """[email without client names or numbers]"""
```

THE RESULT

She stopped missing requests. Her replies are faster and clearer, and clients notice.

Lesson: Summaries with action items catch what's easy to miss — and private details stay out.

S

Sam, 20
College student with a part-time job

THE PROBLEM

Between classes, shifts and group projects, he kept forgetting deadlines.

WHAT SAM TYPED

```
Here are my class deadlines and work shifts for the next 3 weeks. Make a weekly plan table with study blocks of 50 minutes, my shifts, and reminders 3 days before each deadline.
```

THE RESULT

He follows the plan, studies in Pomodoro rounds, and hasn't missed a deadline this term.

Lesson: Planning a few weeks ahead turns surprise deadlines into scheduled tasks.

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Mr. Cruz, 67
Retired, leads a community association

THE PROBLEM

Monthly meetings ran long and nobody remembered who agreed to do what.

WHAT MR. CRUZ TYPED

```
Make a 45-minute agenda for our community meeting with a clear goal. After the meeting, turn my notes into action items with Who, What and By when — write TBD if something is missing.
```

THE RESULT

Meetings now end on time with a clear list. He sends a short follow-up the same evening, and tasks actually get done.

Lesson: An agenda before and action items after make any meeting more useful.

Your turn

Which person's day looks most like yours? Copy their prompt, change the details, and add it to your prompt library.

QUICK RECAP

Morning plans, templates, summaries with action items, multi-week planning and meeting kits gave each person time back — while they stayed in charge.

TRY IT NOW

Borrow a habit

1. Pick the person most like you.
2. Copy their prompt and change the details to your life.
3. Use it for 5 days and note the time you save.

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Key takeaways

- Morning time blocks calm chaotic days.
- Templates for repeating messages save the most time.
- Summaries with action items catch what's easy to miss.
- Planning weeks ahead prevents surprise deadlines.
- Agendas and action items make meetings work.

Quiz: 3 quick questions

1. What helped Lea stop feeling behind?

A. A 5-minute morning plan with time blocks
B. Working later
C. More meetings

2. How did Joy protect client privacy?

A. She pasted emails without names or numbers
B. She shared client passwords
C. She didn't read emails

3. What made Mr. Cruz's meetings work?

A. Longer meetings
B. An agenda before and action items after
C. No notes at all

Answers

1. **A. A 5-minute morning plan with time blocks** — A short plan put her hardest task first and made the day calmer.
2. **A. She pasted emails without names or numbers** — Removing private details keeps clients safe while still getting help.
3. **B. An agenda before and action items after** — A goal and clear follow-up turn talk into action.

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PRACTICE TASK

Your own story

After two weeks with your new habits, write your own mini story: who you are, the problem, your prompt, the result and the lesson. You've earned it.

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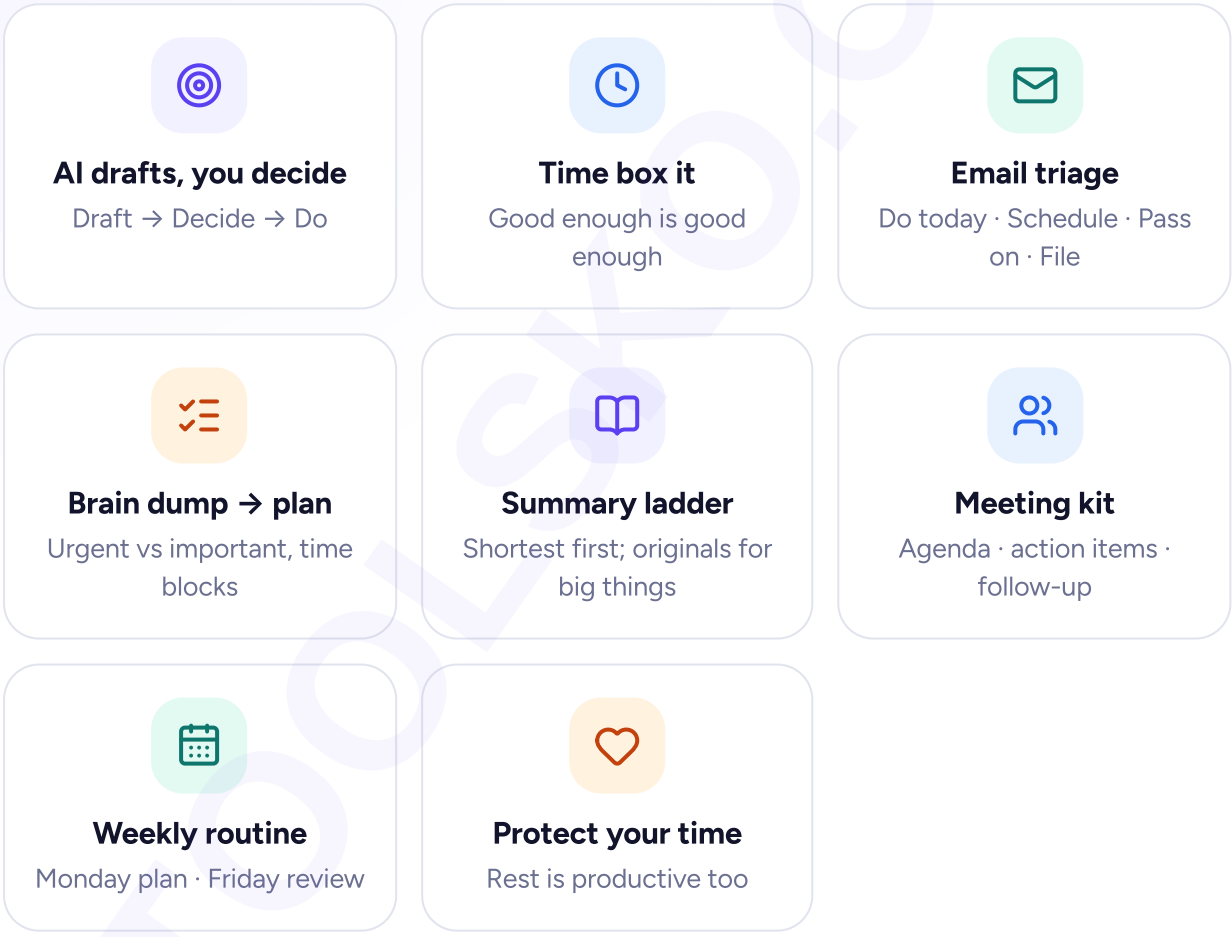
THE END

Quick Summary

Everything important, on one page.

The whole book on one page — and the end of the series. Keep it close.

PICTURE 17 **Cheat sheet: AI productivity in 8 cards**



Eight habits that save hours every week.

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Remember	In one line
The big rule	AI drafts, you decide — and you stay responsible.
Best email habit	Triage first, then reply with the point + your style.
Best planning prompt	Brain dump → sort → time-blocked day with breaks.
Best reading habit	Climb the summary ladder; read originals for red-light documents.
Best meeting habit	Who, what, by when — TBD instead of guessing.
Best routine	Monday plan, 5-minute mornings, Friday review.

You finished the whole series!

Five books ago you may never have typed a prompt. Now you can use AI for daily life, studying, business, writing great prompts and saving hours every week — honestly and safely. That is a real, valuable skill. Be proud of it.

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WHAT'S NEXT

Your Next Learning Path

You finished Book 5. Here is where to go from here.

This is the final book of the **AI for Beginners** series. Here is the path you completed:

PICTURE 18 **Series complete**



All five books done. You started from zero and finished as a confident AI user.

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What to do next

Next step	Why
Keep your prompt library growing	Your saved templates get more valuable every month.
Re-read one book a month	You'll notice new tricks now that you have experience.
Teach someone else	Explaining AI to a friend or family member deepens your own skill.
Use the free ToolsKo tools	Calculators, PDF and text tools pair perfectly with AI — and need no sign-up.
Watch for new guides	More start-from-zero ebooks are coming to toolsko.com/learn.

One last tip

AI tools will keep changing. The skills you learned — clear instructions, honest use, checking facts and protecting privacy — will keep working with whatever comes next.

Free ToolsKo tools for this book

Put what you learned to work. These tools are free on toolsko.com, need no sign-up, and most work right in your browser.

Pomodoro Focus Timer
25-minute focus rounds with breaks — the perfect partner for your time-blocked day.
toolsko.com/pomodoro-timer ↗

Countdown Timer
Time-box any task: set 10 minutes for an email and stop when it rings.
toolsko.com/countdown-timer ↗

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Meeting Cost Calculator
See what a meeting really costs before you book it.

toolsko.com/meeting-cost-calculator ↗

Time Zone Converter
Plan calls and deadlines with people in other countries.

toolsko.com/time-zone-converter ↗

Days Between Dates
Count the days until a deadline for your weekly plan.

toolsko.com/date-difference-calculator ↗

Add or Subtract Days
Find the date "3 days before" each deadline for reminders.

toolsko.com/add-days-to-date ↗

Remove Line Breaks
Clean PDF text before you paste it for a summary.

toolsko.com/remove-line-breaks ↗

Image to Text (OCR)
Turn a photo of a page or a whiteboard into text you can summarize.

toolsko.com/image-to-text ↗

Words to know

Productivity	Turning your time and energy into results that matter, with less stress.
Time box	A fixed amount of time you give a task, like 15 minutes.
Triage	Sorting things by how urgent they are.
Brain dump	Writing down everything on your mind without sorting it.
Eisenhower matrix	A four-box grid that sorts tasks by urgent and important.
Time blocking	Giving each task its own block of time in your calendar.

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Summary ladder	Starting with the shortest summary and adding detail only if needed.
Agenda	The list of meeting topics in order, with times and a goal.
Action item	A clear task from a meeting: who, what and by when.
Routine	Something you do the same way at the same time.
Pomodoro technique	Working in short focused rounds (often 25 minutes) with short breaks.

Where the facts come from

1. OpenAI Help: Best practices for prompt engineering
2. OpenAI Help: Data controls (how your chats may be used)
3. OpenAI Terms of Use

Product facts (age rules, menu names, privacy settings) were checked on November 20, 2026. Apps change often, so some screens may look different. ChatGPT is a product of OpenAI; ToolsKo is not connected to OpenAI. Written by ToolsKo Learn · toolsko.com/learn

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AI FOR BEGINNERS

Book 1	ChatGPT for Daily Life
Book 2	AI for Students
Book 3	AI for Small Business
Book 4	AI Prompt Writing
Book 5	**AI Productivity — this book**

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