

Tutorial 11

Save Time Every Day: How Retirees Can Use AI to Automate Everyday Tasks



Introduction

One of the biggest myths about Artificial Intelligence is that it is only useful for people who work in technology.

The truth is very different.

AI is at its most valuable when it quietly handles small, repetitive tasks that take up your time. Imagine having a personal assistant available 24 hours a day to help you write emails, organize information, summarize long documents, create shopping lists, plan meals, draft letters, and even remind you of things you've forgotten.

You don't need to understand how AI works behind the scenes. You only need to know how to ask for the help you need.

This tutorial will show you practical ways to automate everyday activities using AI, giving you more time to enjoy retirement, spend time with family, or work on hobbies and income-generating projects.

What Does "Automation" Really Mean?

When people hear the word automation, they often imagine robots or complicated computer programs.

In reality, automation simply means letting AI do repetitive work for you.

Instead of starting from scratch every time, you let AI prepare the first draft, organize your thoughts, or complete simple tasks that normally take several minutes—or even hours.

Think of AI as a helpful assistant rather than a replacement for your own thinking.

Everyday Tasks AI Can Automate

Writing Emails

Instead of typing every email yourself, simply tell AI:

"I need to thank my neighbour for helping me with my garden."

Within seconds, AI will create a friendly, polite email that you can edit before sending.

Shopping Lists

Tell AI:

"My family of four is visiting this weekend. Create a shopping list for two days including breakfast, lunch and dinner."

AI will prepare a complete list organised by food categories.



Weekly Meal Planning

Prompt:

"Create a healthy seven-day meal plan for two retirees on a budget."

You'll receive a balanced plan complete with shopping suggestions.

Appointment Planning

Prompt:

"Help me organise my doctor's appointments, medication schedule and monthly reminders."

AI can produce a simple planner you can print or keep on your computer.

Travel Planning

Planning a holiday?

Ask AI:

"Create a five-day travel itinerary for the Garden Route including scenic stops, restaurants and accommodation ideas."

Household Organisation

AI can help you create:

- Cleaning schedules
- Gardening calendars
- Maintenance checklists
- Monthly budgets
- Birthday reminder lists

Document Summaries

Instead of reading a lengthy article or report, ask AI:

"Please summarise this document in simple language."

This is especially useful for newsletters, government information and long online articles.



Building Your Own AI Assistant

One of the best habits you can develop is treating AI like your own personal assistant.

Rather than asking one question at a time, have a conversation.

Example:

"I am planning my week. Help me organise my appointments, shopping, meals, exercise and hobbies."

AI will work with you to build an organised weekly plan.

Creating Reusable Prompts

Save prompts that work well.

For example:

Every Monday morning:

"Help me plan my week including appointments, shopping, household tasks, exercise and personal projects."

You can use the same prompt every week with only minor changes.

AI Saves Time

Many people spend several hours each week writing lists, planning meals, organising appointments and searching for information.

AI can reduce much of this work to just a few minutes.

The time you save can be used for:

- Family
- Hobbies
- Volunteering
- Exercise
- Reading
- Building an online income

That's one of the greatest benefits of learning AI.

Final Thoughts

Learning AI isn't about replacing your daily routines.

It's about making those routines easier.

The more you use AI for everyday tasks, the more confidence you'll gain—and before long, you'll wonder how you ever managed without it.

Today's 5-Minute Challenge

Open ChatGPT and ask:

"Help me plan tomorrow's tasks and organise them in order of priority."

Then:

- Read the response.
- Make any changes you want.
- Save the prompt for future use.

