

Tutorial 15

How to Use AI to Plan Your Life, Goals, and Daily Tasks

Turn ChatGPT into your personal planner, organiser, and productivity assistant—without feeling overwhelmed.



Introduction

One of the biggest challenges in retirement is no longer having a structured workday. While the freedom is wonderful, it can also make it easy to put off important tasks, lose focus, or forget good ideas.

This is where AI can make a real difference.

ChatGPT isn't just for writing emails or answering questions—it can also help you organise your life, set meaningful goals, plan projects, and create simple daily routines.

Think of it as having a patient personal assistant available whenever you need one.

Why Planning Matters

Many successful people don't achieve more because they work harder—they achieve more because they have a clear plan.

Whether you want to:

- Learn a new hobby
- Improve your health
- Travel more
- Start a small online business
- Write your life story
- Organise family finances

Having a simple plan makes a big difference.

Using ChatGPT as Your Personal Planner

Instead of staring at a blank notebook, ask ChatGPT for help.

For example:

"Help me create a weekly routine that balances exercise, hobbies, family time, and learning about AI."

Within seconds, you'll have a practical starting point that you can adjust to suit your lifestyle.

Breaking Big Goals into Small Steps



Large goals can feel intimidating.

Suppose your goal is to earn extra income online.

Rather than wondering where to begin, ask:

"Break my goal of earning extra income online into small weekly tasks for the next three months."

ChatGPT can produce a step-by-step roadmap, making the journey much less overwhelming.

Planning a Holiday

AI can also save hours when planning trips.

You might ask:

- Plan a seven-day holiday to the Garden Route.
- Suggest scenic stops along the way.
- Recommend affordable accommodation.
- Create a packing checklist.
- Suggest places to eat.

What used to take hours of searching can often be planned in minutes.

Managing Household Tasks

Many retirees juggle numerous responsibilities.

ChatGPT can help organise:

- Shopping lists
- Meal plans
- Cleaning schedules
- Garden maintenance
- Home improvement projects

Simply ask:

"Create a monthly home maintenance checklist."

Organising Personal Finances

Although ChatGPT isn't a financial adviser, it can help you organise your finances by:

- Creating a monthly budget template.
- Tracking expenses.
- Planning savings goals.
- Explaining financial concepts in simple language.

Planning Family Events



Need to organise a birthday celebration?

Ask ChatGPT to help with:

- Invitations
- Shopping lists
- Menu ideas
- Decorations
- Games for grandchildren
- A schedule for the day

Learning New Skills

Suppose you've always wanted to learn photography.

Ask:

"Create a six-week beginner's photography learning plan."

Or perhaps you'd like to become more confident using AI.

ChatGPT can even design your own personal study schedule.

Planning an Online Business



This is especially useful for readers of this course.

ChatGPT can help you plan:

- Your website.
- Your digital products.
- Your weekly content.
- Your marketing activities.
- Your customer emails.
- Your learning schedule.

Rather than trying to do everything at once, AI helps you focus on one manageable step at a time.

Your Daily AI Planning Routine

A simple daily habit could look like this:

Morning

- Review today's priorities.
- Ask ChatGPT to organise your tasks.

Afternoon

- Ask questions as they arise.

Evening

- Review what you accomplished.
- Plan tomorrow.

Just ten minutes a day can make life feel far more organised.

Common Mistakes

Avoid asking vague questions such as:

"Help me."

Instead, provide context.

For example:

"I'm retired, I want to build a small online income over the next six months, and I can spend two hours each day. Help me create a weekly action plan."

The more information you provide, the more useful the response.

Conclusion

Planning doesn't have to be difficult.

With ChatGPT as your personal assistant, you can organise your goals, simplify your daily life, and make steady progress towards the things that matter most.

The key is consistency—not perfection.

Small daily actions add up to big results.

