

Tutorial 16

Save Hours Every Week: Using AI as Your Personal Assistant



Objective: Teach members how to use AI to organise their lives, manage everyday tasks, and reduce stress. This is a topic retirees immediately appreciate because it delivers value from day one.

Introduction

Many people think AI is only useful for writing articles or creating images.

In reality, one of its greatest strengths is helping you stay organised.

Imagine having a personal assistant available 24 hours a day who can help you:

- organise your day
- write emails
- plan holidays
- create shopping lists
- prepare meeting notes
- manage projects
- remember important dates
- simplify complicated information

The best part?

You don't need any technical skills.

Why Use AI as a Personal Assistant?

As we get older, there are often more things to remember:

- appointments
- birthdays
- medications
- finances
- shopping
- travel plans
- hobbies
- family activities

AI won't replace your memory, but it can certainly support it.

Think of it as having a helpful assistant beside you whenever you need one.

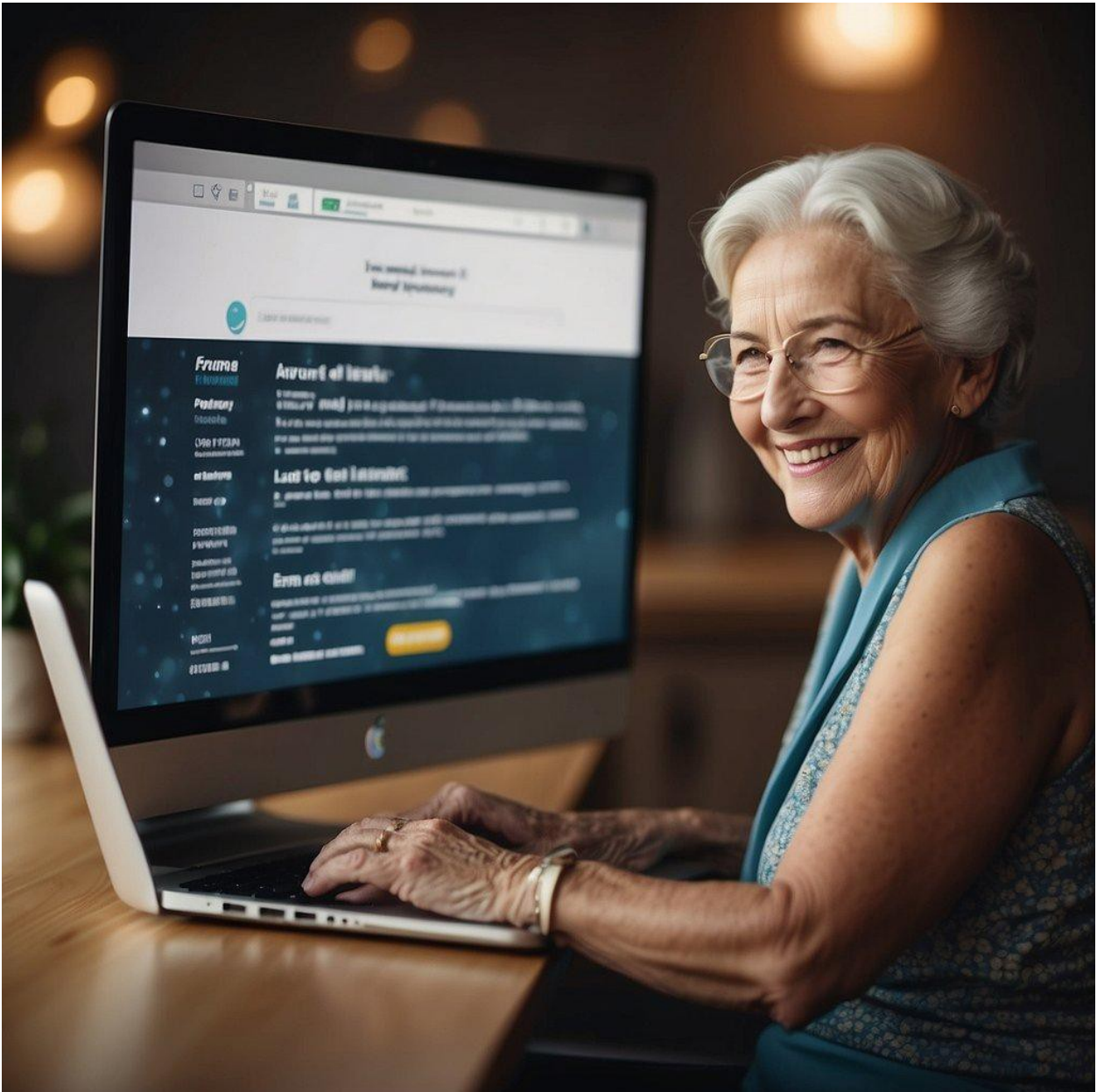
Task 1 – Planning Your Day

Instead of writing a long to-do list yourself, ask:

"Help me plan tomorrow. I need to visit the bank, buy groceries, mow the lawn and phone my daughter."

ChatGPT might organise it into a logical schedule, saving travel time and helping you avoid forgetting important tasks.

Task 2 – Writing Emails



Many people hesitate before sending important emails.

Try:

"Write a polite email asking my insurance company for an update on my claim."

Or:

"Write a friendly email thanking my neighbour for helping me."

You can then ask AI to make it:

- shorter
- warmer
- more professional
- more formal
- easier to understand

Task 3 – Shopping Lists

Prompt:

"Create a shopping list for healthy meals for one person for seven days."

Then continue:

"Organise it by supermarket departments."

Now your shopping becomes much easier.

Task 4 – Travel Planning

Example:

"Help me plan a five-day holiday to the Garden Route."

Then ask:

- places to visit
- accommodation ideas

- estimated costs
- what clothes to pack
- scenic stops
- safety tips

Task 5 – Managing Projects



Suppose you're renovating your home.

Ask:

"Create a checklist for painting my living room."

AI can organise everything from buying paint to cleaning up afterwards.

The same works for:

- gardening

- family reunions
- birthdays
- church events
- community projects

Task 6 – Simplifying Information

Received a complicated letter?

Paste it into ChatGPT and ask:

"Explain this in plain English."

Or:

"Summarise this into five important points."

Task 7 – Decision Making

Sometimes you simply want help thinking things through.

Example:

"Compare buying a new refrigerator versus repairing my old one."

AI can create comparison tables showing:

- cost
- benefits
- disadvantages
- long-term value

It won't make the decision for you—but it can help you see your options more clearly.

Task 8 – Meal Planning



Prompt:

"Create a healthy meal plan for a retired couple on a budget."

Then ask:

"Create the shopping list."

Finally ask:

"Estimate the weekly grocery cost."

Task 9 – Learning Something New

Want to learn a hobby?

Ask:

"Teach me photography one lesson at a time."

Or:

"Teach me chess like I'm a beginner."

AI becomes your personal tutor.

Task 10 – Staying Organised

You can even ask AI to help organise:

- filing systems
- computer folders
- family photographs
- recipe collections
- financial documents
- household budgets

Key Takeaways

AI is not only about making money.

It can save you valuable time every day.

The more routine tasks AI handles, the more time you have for the things you enjoy.

Practical Challenge

During the next seven days, use ChatGPT as your personal assistant at least once every day.

Examples:

Monday: Plan your day.

Tuesday: Write an email.

Wednesday: Create a shopping list.

Thursday: Plan a meal.

Friday: Organise a project.

Saturday: Learn something new.

Sunday: Plan next week's activities.

Keep a simple diary of how much time you think AI saved you.