

Worksheet

My Daily AI Assistant Planner

Task	My Prompt	Time Saved
Morning Planning		
Email Writing		
Shopping		
Meal Planning		
Travel		
Household Project		
Learning		

At the end of the week:

- Which task helped you the most?
- Which prompt gave the best results?
- What will you continue using AI for?

Checklist

- ✓ Planned my day with AI
- ✓ Used AI to write an email
- ✓ Created a shopping list
- ✓ Planned meals
- ✓ Organised a project
- ✓ Asked AI to explain something complicated
- ✓ Learned something new
- ✓ Refined at least one answer with follow-up questions

Cheat Sheet

10 Everyday AI Prompts

1. Plan my day efficiently.
2. Write this email politely.
3. Create a weekly shopping list.
4. Plan a holiday itinerary.
5. Explain this document simply.

6. Summarise these notes.
7. Create a checklist for this project.
8. Compare these two options.
9. Teach me this subject step by step.
10. Organise my ideas into a clear plan.