

Tutorial 18

Create Your Own AI Assistant for Daily Life

Estimated Reading Time: 12–15 minutes

Skill Level: ★★☆☆☆ (Beginner)



Introduction

Imagine having a personal assistant available 24 hours a day.

Someone who never gets tired.

Never complains.

Never forgets.

And is always ready to help.

That is exactly what ChatGPT can become.

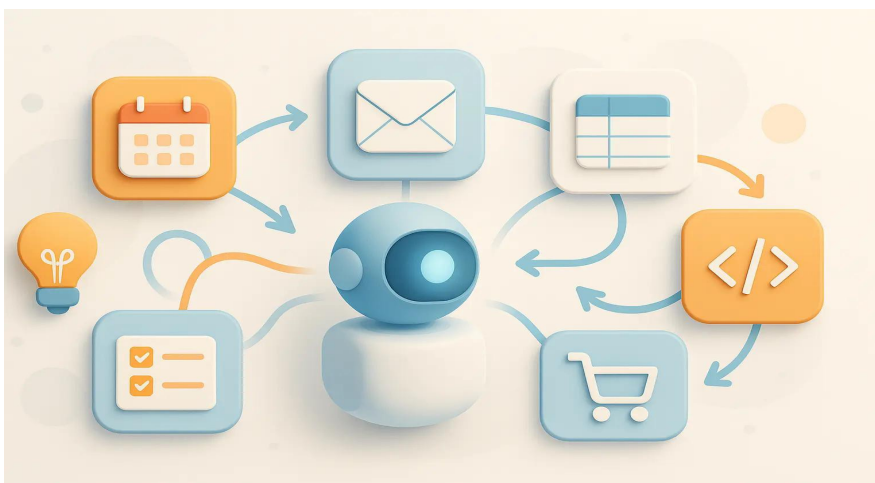
Many people think AI is only for writing articles or answering questions. In reality, you can train ChatGPT to become your own personal assistant that understands your preferences and helps with your everyday life.

Whether you're retired, running a small business, volunteering in your community, or simply trying to stay organised, an AI assistant can save you hours every week.

The best part?

You don't need any technical skills.

What Is an AI Assistant?



Think of ChatGPT as a very intelligent employee.

The more information you give it about how you like things done, the more helpful it becomes.

For example, you can ask it to:

- Write emails in your style
- Help plan your week
- Organise shopping lists
- Create travel itineraries
- Explain difficult documents
- Suggest healthy meal ideas
- Help with budgeting
- Prepare presentations
- Write birthday messages
- Generate business ideas

It remembers the context within a conversation, making your work much faster.

Why Retirees Love AI Assistants

Many retirees suddenly find themselves managing everything on their own.

There are appointments.

Medical records.

Family events.

Travel plans.

Financial paperwork.

Volunteer work.

Learning new hobbies.

An AI assistant helps organise all of it.

Instead of spending hours searching the internet, you simply ask.



Example 1 – Planning Your Week

Instead of writing notes everywhere, type:

"Help me plan my week. I have a doctor's appointment on Tuesday morning, shopping on Wednesday, church on Sunday and I want to spend two mornings working on my

online business."

Within seconds ChatGPT produces a clear weekly schedule.

Example 2 – Managing Household Tasks

Prompt:

"Create a monthly household maintenance checklist for a retired couple living in South Africa."

The result may include:

- Check smoke alarms
- Clean gutters
- Service air conditioner
- Garden maintenance
- Pay municipal accounts
- Backup computer files
- Vehicle inspection

Everything organised in one place.

Example 3 – Your Personal Research Assistant

Instead of searching dozens of websites:

Ask:

"Compare three affordable laptops suitable for retirees learning AI."

or

"Explain the difference between fibre internet and mobile data in simple English."

The explanations are clear and easy to understand.

Example 4 – Your Travel Planner

Suppose you're planning a holiday.

Prompt:

"Plan a five-day holiday in the Garden Route for two retirees. Include attractions, estimated costs and daily driving distances."

Within seconds you'll have an organised itinerary.

Example 5 – Health and Wellness

AI cannot replace your doctor.

But it can help you stay organised.

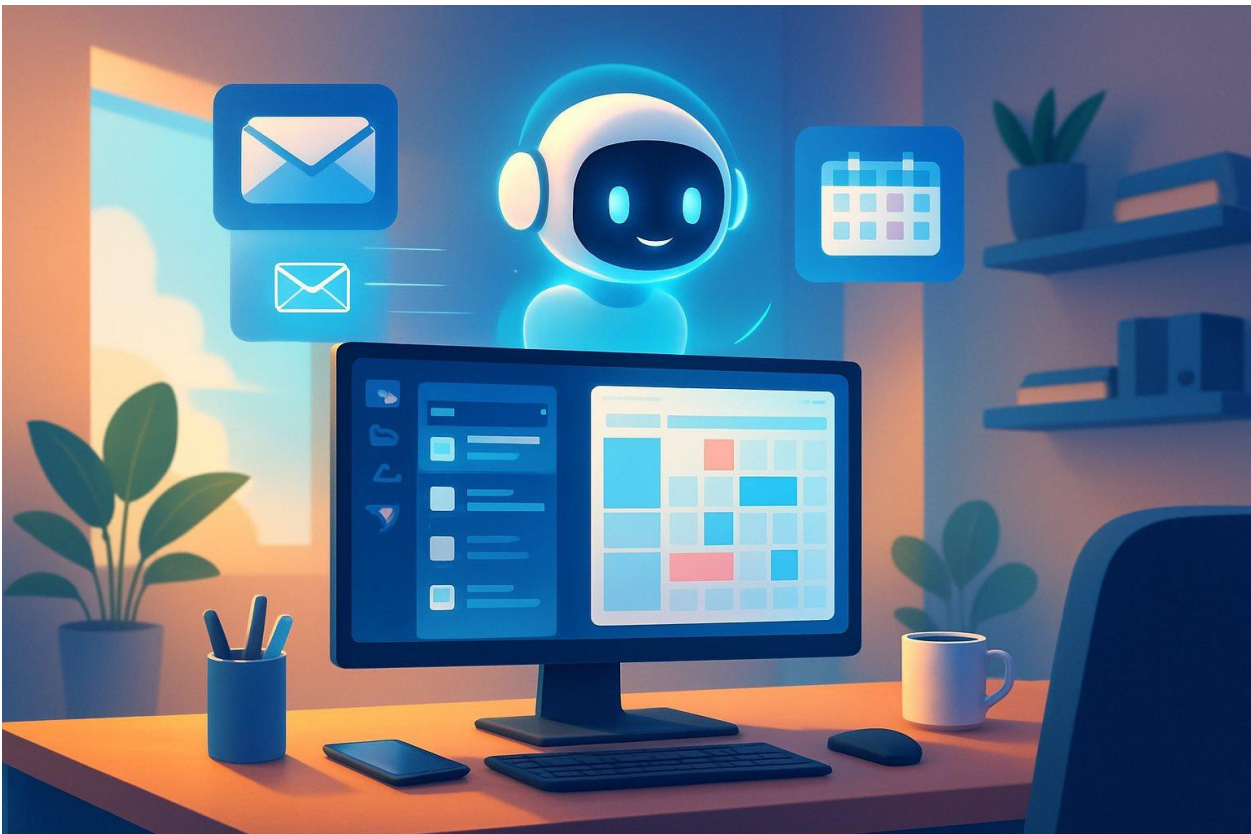
Ask:

- Explain my medication schedule.
- Suggest healthy meal ideas.
- Create a walking programme.

- Give me gentle stretching exercises.
- Help me track my blood pressure readings.

Always consult your healthcare professional before acting on medical advice.

Create Your Own Personal Assistant



Here's a prompt you can save forever.

My Personal Assistant Prompt

"From now on, act as my personal assistant. Keep your answers simple and practical. Explain things as if you're helping someone over 60 who enjoys learning but is not highly technical. Ask questions whenever you need more information before giving advice. Suggest easier ways of

doing tasks whenever possible."

Copy and paste this prompt whenever you start a new conversation.

You'll immediately notice a more personalised experience.

Ten Everyday Tasks AI Can Help With

Task	Time Saved
Writing emails	15 minutes
Meal planning	30 minutes
Weekly schedules	20 minutes
Shopping lists	10 minutes
Travel planning	Hours
Research	Hours
Letter writing	30 minutes
Budget planning	20 minutes
Brainstorming ideas	Hours
Learning new skills	Unlimited

A Few Simple Rules

To get the best results:

✓ Be specific.

✓ Give background information.

✓ Ask follow-up questions.

✓ Don't expect perfection on the first answer.

The conversation improves as you continue.

AI Tip of the Week

The best AI users don't ask one question.

They have a conversation.

Treat ChatGPT as though you're speaking with a helpful assistant.

Each follow-up question makes the answer better.



Your Weekly Challenge

Spend one full day using ChatGPT as your personal assistant.

Ask it to help with at least **five** everyday tasks, such as:

- Planning your day
- Writing an email
- Creating a shopping list
- Researching a topic
- Planning a meal

At the end of the day, ask yourself:

"How much time did AI save me today?"

You may be surprised by the answer.

Key Takeaways

- ✓ AI is much more than a chatbot—it can become your personal assistant.
- ✓ The more context you provide, the better the answers.
- ✓ Use AI for everyday planning, organisation, learning, and research.
- ✓ Conversations usually produce better results than single questions.
- ✓ Even small daily tasks can add up to hours of time saved each week.

Looking Ahead

Tutorial 19 will show you how to use AI to **organise your finances, create simple budgets, and better understand everyday money matters**. It's practical, beginner-friendly, and especially useful for retirees who want to make informed financial decisions.

Bookmark this page and come back tomorrow for more!

