

Tutorial 19

How AI Can Help You Plan Your Day and Stay Organised

Introduction



AI can become helping you stay organised every day.

One of the biggest surprises for many people is that ChatGPT isn't just for writing or answering questions.

It can also become your own personal organiser.

Think of it as a friendly assistant that's available 24 hours a day to help you plan your day, remember important tasks, organise projects, and even prepare shopping lists or travel plans.

You don't need any special software or technical knowledge.

Just ask.

Why This Matters

As we get older, life doesn't necessarily become less busy.

There are appointments, birthdays, medications, family visits, household chores, finances, hobbies, volunteer work—and perhaps even a new online business.

Instead of trying to remember everything, let AI help carry some of the mental load.

What Can AI Help You Organise?

Almost anything!

For example:

- Your daily schedule
- Weekly meal planning
- Shopping lists
- Holiday planning
- Medical appointments
- Birthday reminders
- Gardening tasks
- Household maintenance
- Budget planning
- Your AI learning journey

Example 1 – Planning Tomorrow

Try asking:

"Help me plan tomorrow. I need to shop for groceries, visit the doctor at 11:00, spend an hour learning AI, walk for 30 minutes, and phone my daughter."

ChatGPT might respond:

Morning

- ✓ Walk
- ✓ Breakfast
- ✓ Grocery shopping
- ✓ Doctor appointment

Afternoon

- ✓ Lunch
- ✓ AI learning
- ✓ Phone daughter

Evening

- ✓ Relax and review tomorrow

Example 2 – Weekly Meal Planner

Prompt:

"Create a healthy meal plan for two retired people for one

week using affordable ingredients."

Within seconds you'll have breakfast, lunch, dinner and even a shopping list.

Example 3 – Holiday Packing List

Prompt:

"I'm travelling to Cape Town for one week in winter. Please prepare a packing checklist."

No more forgetting chargers, medication or important documents.



AI can create useful checklists in seconds, helping you stay organised.

Example 4 – Home Maintenance

Prompt:

"Create a yearly home maintenance schedule for a retired couple."

AI can remind you when to:

- Clean gutters
- Service the geyser
- Replace smoke alarm batteries
- Check roof leaks
- Trim trees
- Service your vehicle

Example 5 – Managing Your AI Business

If you're following this membership course, ChatGPT can even help organise your new business.

Prompt:

"Help me plan this week's tasks for building my AI income business."

It may suggest:

Monday

- Read Tutorial 19
- Write one blog article

Tuesday

- Create one Facebook post
- Learn one new AI prompt

Wednesday

- Update website

Thursday

- Work on email newsletter

Friday

- Review progress

Simple.

Manageable.

Motivating.

Matt's Tip

Don't ask AI to do everything at once. Ask one small question at a time. You'll often get clearer, more useful answers, and you can always ask follow-up questions to refine the plan.

This Week's Challenge

Use ChatGPT to help organise **one real part of your life** this week.

Choose one:

- Your daily schedule
- Weekly shopping
- Meal planning
- Holiday planning
- Garden tasks
- Household maintenance
- Your AI learning plan

Then ask ChatGPT to improve the plan.

Notice how much time and mental effort it saves.

Prompt Library

Copy and paste these prompts into ChatGPT.

Daily Planner

Help me organise tomorrow. I need to...

Weekly Planner

Create a practical weekly schedule that balances work, exercise, family time and relaxation.

Shopping List

Create a shopping list for healthy meals for two people for one week.

Travel Checklist

Prepare a packing checklist for a one-week holiday.

Household Planner

Create a monthly household maintenance checklist.

Learning Planner

Help me create a four-week plan to learn AI one hour each day.

Key Takeaways

- ✓ AI is an excellent personal organiser.
- ✓ It reduces stress by helping you remember important tasks.
- ✓ It creates schedules and checklists in seconds.
- ✓ It helps organise both your personal life and your online business.
- ✓ The better your prompt, the better your plan.

Looking Ahead

Tutorial 20: Using AI to Write Better Emails, Letters and Messages

You'll discover how AI can help you write clear, professional, and friendly emails, reply to difficult messages, draft letters, and communicate with confidence—even if writing has never been your strength.