

My AI Time-Saving Worksheet

Tutorial 4 – How Retirees Can Use ChatGPT to Save Time Every Day

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Lesson Checklist

After completing this tutorial, I can:

- ☐ Use ChatGPT to write emails.
- ☐ Plan a holiday with AI.
- ☐ Create a simple household budget.
- ☐ Research hobbies and interests.
- ☐ Organize my daily schedule.
- ☐ Save time using AI every day.

Where Can AI Save Me Time?

Tick the areas where you think ChatGPT could help you.

- ☐ Writing emails
- ☐ Writing letters
- ☐ Planning holidays
- ☐ Managing my budget
- ☐ Gardening

- ☐ Cooking
- ☐ Family history
- ☐ Learning new skills
- ☐ Household planning
- ☐ Weekly schedules
- ☐ Shopping lists
- ☐ Other

My Biggest Time Wasters

What tasks take longer than they should?

1.

2.

3.

How could AI help?

My First AI Email

Who do you want to write to?

What is the purpose?

Prompt to use:

Help me write a friendly email to _____ about
_____.

Notes:

My Weekly Planner

What would you like ChatGPT to help organize?

- ☐ Exercise
- ☐ Gardening
- ☐ Shopping
- ☐ Family
- ☐ Learning AI
- ☐ Church
- ☐ Hobbies
- ☐ Appointments

Other:

My AI Prompt:

My Budget Planner

One financial task I'd like help with:

Prompt:

Help me create a simple monthly budget based on my pension income.

Notes:

Notes: _____

Hobby Ideas

What hobby would you like to learn more about?

Notes: _____

Prompt:

Notes: _____

Interesting ideas ChatGPT gave me:

Notes: _____

My AI Time-Saving Challenge

Use ChatGPT for one everyday task each day this week.

Day	Task	Done
Monday	_____	☐
Tuesday	_____	☐
Wednesday	_____	☐
Thursday	_____	☐
Friday	_____	☐
Saturday	_____	☐
Sunday	_____	☐

Notes: _____

Time Saved This Week

Estimate how much time AI saved you.

Writing

_____ minutes

Planning

_____ minutes

Research

_____ minutes

Organization

_____ minutes

Other

_____ minutes

Total Time Saved

_____ minutes

That's approximately _____ hours this week!

My Favourite Prompt This Week

Write the prompt that saved you the most time.

Notes and Ideas

My Confidence Rating

How comfortable are you using ChatGPT for everyday tasks?

★ I'm just beginning

☆☆ I'm improving

☆☆☆ I'm saving some time

☆☆☆☆ AI is becoming part of my daily routine

☆☆☆☆☆ I use AI almost every day

Matt's Tip

Start small. If ChatGPT saves you just **15 minutes a day**, that's nearly **two extra days of free time every year**. Those small savings quickly add up and give you more time for the people and activities you enjoy.

☐ ☐ "My AI Success Tracker"

My AI Progress

Today's date: _____

Today's lesson: _____

Today I used ChatGPT to:

☐ Learn something new

☐ Save time

☐ Write something

☐ Plan something

☐ Solve a problem

☐ Be creative

How long did I use ChatGPT today?

☐ Less than 10 minutes

☐ 10–20 minutes

☐ 20–30 minutes

☐ More than 30 minutes

What was the most useful thing I learned today?