

My AI Organization & Stress Reduction Worksheet

Tutorial 5 – How AI Can Help You Stay Organized and Reduce Stress

Prepared by Matt Maré

AI for Retirees

mattmare.com

Lesson Checklist

After completing this tutorial, I can:

- ☐ Use ChatGPT as a daily planner.
- ☐ Organize appointments and reminders.
- ☐ Create household checklists.
- ☐ Manage my finances more effectively.
- ☐ Plan holidays and shopping lists.
- ☐ Reduce stress by staying organized.

My Biggest Sources of Stress

Tick the areas that sometimes make you feel overwhelmed.

- ☐ Too many appointments
- ☐ Household chores
- ☐ Paying bills
- ☐ Shopping

- ☐ Family commitments
- ☐ Health reminders
- ☐ Travel planning
- ☐ Paperwork
- ☐ Forgetting important things
- ☐ Other

My Top Priorities This Week

Write the five most important things you want to accomplish.

Priority	Completed
1. _____	☐
2. _____	☐
3. _____	☐
4. _____	☐
5. _____	☐

My AI Daily Planner

Ask ChatGPT to create a simple daily routine.

Morning

Afternoon

Evening

Prompt I used:

My Appointment Tracker

Date	Appointment	Time	Reminder Needed
------	-------------	------	-----------------

			☐
--	--	--	--------------------------

			☐
--	--	--	--------------------------

			☐
--	--	--	--------------------------

			☐
--	--	--	--------------------------

			☐
--	--	--	--------------------------

Household Organization

Tick the jobs you would like AI to help organize.

☐ Cleaning

☐ Gardening

☐ Home maintenance

☐ Grocery shopping

☐ Laundry

☐ Meal planning

☐ Seasonal jobs

☐ Other

My AI Prompt

Financial Organization

This month I want to improve:

- ☐ Budgeting
- ☐ Paying bills
- ☐ Saving money
- ☐ Tracking expenses
- ☐ Organizing financial documents

Prompt:

Shopping Planner

Ask ChatGPT to create a shopping list.

Items I need this week:

Did AI help me remember anything?

My Filing System

Important documents I need to organize.

- ☐ Medical records
- ☐ Insurance papers
- ☐ Bank statements

- ☐ Warranties
- ☐ Pension information
- ☐ Vehicle documents
- ☐ Emergency contacts
- ☐ Password list (stored securely)
- ☐ Other

Weekly Stress Check

Circle the number that best describes your stress level.

Before using AI

1 2 3 4 5 6 7 8 9 10

After using AI

1 2 3 4 5 6 7 8 9 10

Did AI help reduce my stress?

- ☐ Yes
- ☐ A little
- ☐ Not yet

Explain:

My Favourite Prompt This Week

The prompt that helped me the most was:

My AI Challenge

Use ChatGPT to help organize one thing each day this week.

Day	What I Organized	Done
Monday	_____	☐
Tuesday	_____	☐
Wednesday	_____	☐
Thursday	_____	☐
Friday	_____	☐
Saturday	_____	☐
Sunday	_____	☐

Notes and Ideas

My Confidence Rating

How organized do you feel after today's lesson?

- ★ I need more practice
- ★★ I'm improving
- ★★★ AI is helping me stay organized
- ★★★★ I'm saving time every week
- ★★★★★ AI has become my personal assistant

Matt's Tip

A tidy mind starts with a simple plan. You don't have to remember everything yourself. Let ChatGPT help you organize your day, create checklists, and keep track of important tasks so you can spend more time enjoying retirement.

MY AI Wins Today

Today ChatGPT helped me to:

- ☐ Save time
- ☐ Learn something new
- ☐ Reduce stress
- ☐ Organize my day
- ☐ Write something
- ☐ Solve a problem
- ☐ Feel more confident using AI

The best thing that happened today was:

Because of AI, I saved approximately:

_____ minutes today

One thing I'll ask ChatGPT tomorrow: