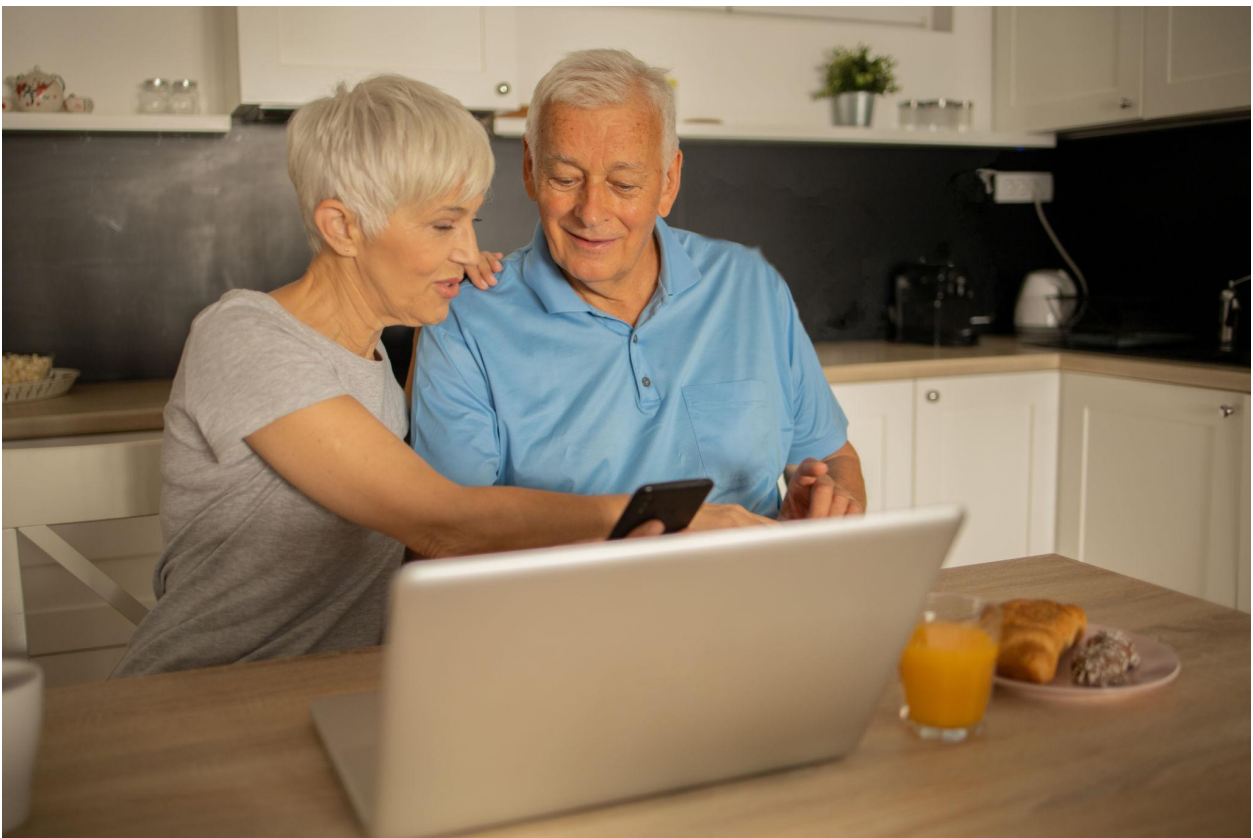


Quick Start Guide - Chapter 6

How AI Can Save You Time Every Day

Introduction



AI can act like a personal assistant, helping you complete everyday tasks faster and with less stress.

Time is one of our most precious resources.

Whether you're retired, semi-retired, or simply looking for a better balance in life, there never seems to be enough time to get everything done.

The good news is that artificial intelligence can help.

Think of AI as your own personal assistant—available 24 hours a day, ready to help with writing, planning, researching, organising, and solving problems. It won't replace your thinking, but it can make many everyday tasks quicker and easier.

Even saving just 15 or 20 minutes each day adds up to many extra hours over a year.

1. Write Emails in Minutes

Many people spend far too much time trying to write the "perfect" email.

Instead, tell ChatGPT what you want to say.

For example:

"Write a friendly email thanking my neighbour for helping with my garden."

Within seconds, you'll have a polished email that you can personalise before sending.

Time saved: 10–20 minutes.

2. Plan Your Day

Instead of trying to remember everything, ask AI to organise your day.

Example prompt:

"Help me plan tomorrow. I have a doctor's appointment at

10:30, need to buy groceries, work on my website for an hour, and phone my granddaughter."

AI can arrange your tasks into a logical schedule.

Time saved: 10 minutes.

3. Create Shopping Lists

Forget wandering around the supermarket wondering what you need.

Simply ask:

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

You can even ask AI to organise the list by supermarket sections.

Time saved: 15 minutes.



AI can prepare shopping lists and meal plans in seconds.

4. Find Information Faster

Instead of searching dozens of websites, ask ChatGPT directly.

Examples:

- Explain solar power in simple English.
- Compare two mobile phone plans.
- Summarise today's news.
- Explain how inflation affects pensions.

Rather than spending an hour researching, AI provides a clear starting point in seconds.

5. Organise Travel Plans

Planning a holiday often involves hours of searching.

AI can help you:

- Build an itinerary
- Suggest attractions
- Estimate travel times
- Create packing lists
- Recommend restaurants
- Prepare a travel budget

6. Brainstorm New Ideas

Sometimes we simply need inspiration.

AI can help you think of:

- Blog topics
- Gift ideas

- Birthday party themes
- Gardening projects
- New hobbies
- Ways to earn extra income

It's like having someone to bounce ideas off whenever you need them.

7. Simplify Everyday Writing

AI can help you write:

- Letters
- Birthday messages
- Speeches
- Invitations
- Social media posts
- Thank-you notes

No more staring at a blank page wondering how to begin.

8. Learn New Skills More Quickly



Have you ever wanted to:

- Learn photography?
- Improve your cooking?
- Understand investing?
- Start a website?
- Learn a new language?

AI can explain complex topics step by step and answer your questions along the way.

Learning becomes more like having a patient tutor sitting beside you.

9. Help You Stay Organised

Ask AI to create:

- To-do lists
- Weekly schedules
- Budget planners
- Gardening calendars
- Medication reminders
- Household maintenance checklists

The result is less stress and more confidence that nothing important will be forgotten.

10. Save Time in Your AI Business

If you're building an online income, AI can dramatically reduce the time spent on repetitive tasks.

It can help you:

- Write blog articles

- Draft newsletters
- Create social media posts
- Generate product ideas
- Write website content
- Plan marketing campaigns

Instead of spending hours creating content, you can focus on refining and sharing it.

Matt's Tip

Don't think of AI as something that replaces you. Think of it as a helpful assistant that takes care of repetitive tasks so you have more time to enjoy the things that matter most.

A Simple Time-Saving Habit

Before starting any task, ask yourself one question:

"Could ChatGPT help me do this faster?"

If the answer is yes, spend a minute asking AI before you begin.

Over time, this simple habit can save you many hours.

This Week's Challenge

Choose **three everyday tasks** this week and ask ChatGPT to help with them.

For example:

- Write an email
- Plan tomorrow
- Create a shopping list
- Explain a topic
- Make a checklist
- Brainstorm ideas

At the end of the week, estimate how much time you saved.

You may be surprised!

Chapter Summary

By now, you should realise that AI isn't just a fascinating new technology—it is a practical tool that can make everyday life easier.

Remember these key points:

- ✓ AI helps you complete routine tasks more quickly.
- ✓ It reduces the stress of planning, writing, and researching.
- ✓ It can organise your day and help you stay on track.
- ✓ It gives you more time to spend on family, hobbies, and the things you enjoy.

The more you use AI, the more opportunities you'll discover to save time and simplify your life.

Looking Ahead

Chapter 7: Staying Safe When Using AI

In the next chapter, we'll explore how to use AI confidently and securely. You'll learn how to protect your personal information,

recognise misleading content, verify AI-generated answers, and develop good habits that keep you safe while enjoying all the benefits AI has to offer.

