

AI-Powered Time Management Workbook

Practical Guide to Implementing AI Productivity Techniques

How to Use This Workbook

This workbook contains all the prompts, exercises, and templates from the AI-Powered Time Management course. Use it to:

- Copy and paste prompts directly into ChatGPT, Claude, or your preferred AI tool
- Practice exercises as you progress through each module
- Track what works best for your specific situation
- Create your personal AI charter for responsible use

Note: Replace text in [brackets] with your specific information when using prompts.

Course Overview

- **Duration:** 6 modules, approximately 40 minutes total
 - **Goal:** Transform chaotic daily planning into calm, AI-enhanced productivity
 - **Outcome:** Save 5-10 hours weekly while maintaining authentic human relationships
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Module 1: AI Time Management Foundations

Learn practical AI prompts for daily planning

Core Daily Planning Prompt

I have these tasks today: [list or upload photo of your tasks].

Here's my calendar [attach screenshot].

Please create a realistic schedule with 15-minute buffers and suggest which task to start with and why.

Personalisation Add-ons

Add these details to improve suggestions:

I'm most productive in the morning
I need a 30-minute lunch break
Meetings drain my energy
I work best in 90-minute blocks
I'm a night owl / I'm an early bird

Practice Exercise

Based on tomorrow's schedule, help me plan my day.
I need to [your actual tasks].
I work best [your preferences].
What order should I tackle these in and why?

Your Planning Results

Tasks for tomorrow:

AI's suggested schedule:

What worked well:

What needs adjustment:

Module 2: Smart Schedule Creation

Strategic weekly planning and priority management

Weekly Planning Prompt

Here are my tasks for this week [list/photo].
My recurring commitments are [meetings, deadlines].

My energy is highest on [days/times].

Please suggest which days to tackle each task and explain your reasoning.

Competing Priorities Prompt

I have these competing priorities this week [list].

Help me categorize them using: Must do this week, Should do this week, Could do this week.

Then suggest which to tackle first.

AI-Enhanced Eisenhower Matrix

Please categorize these tasks using the Eisenhower Matrix: [list tasks].

Then tell me which quadrant to focus on first and why.

Energy-Based Scheduling

I'm most creative in the morning, have steady energy afternoon, and low energy after 4pm.

Given these tasks [list], when should I schedule each one for maximum effectiveness?

Disruption Planning

This is my ideal week [paste schedule].

If urgent tasks come up, which items could be moved to next week with minimal impact?

Practice Exercise

Here's what I need to accomplish next week [your list].

I work best [your energy patterns].

I have [number] hours available.

Please create a strategic weekly plan.

Your Weekly Planning Results

This week's priorities:

1. _____
2. _____
3. _____

Best days for each priority:

Backup plan for disruptions:

Module 3: Email & Communication Strategy

AI-powered inbox management and communication

Inbox Prioritization Prompt

Based on this inbox screenshot, which emails should I prioritise first?
Consider sender importance, subject urgency, and potential impact of delays.

Automation Opportunities Prompt

Looking at these email patterns, what rules could I set up to automatically sort newsletters, notifications, and routine emails?
Suggest folder structures and filtering rules.

Email Thread Summarisation

Please summarise this email thread and identify:

- 1) Key decisions made,
- 2) Outstanding actions needed,
- 3) Who needs to do what by when.

Challenging Response Prompt

I need to respond to this email [paste content].

The situation is [context].

Help me draft a professional response that addresses their concerns while [your goal].

Practice Exercises

Exercise 1: Inbox Assessment Take screenshot of current inbox → Upload to AI → Compare AI priorities with your instincts

Exercise 2: Automation Discovery Upload 3-4 days of inbox screenshots → Ask for automation suggestions → Implement one rule

Exercise 3: Difficult Response Pick challenging email → Use response prompt → Compare with your initial approach

Your Email Results

AI's inbox priorities:

1. _____
2. _____
3. _____

Automation opportunities identified:

Challenging email successfully handled: Yes No

What made it easier:

Module 4: AI-Enhanced Time Techniques

Personalised productivity coaching with AI

Smart Pomodoro Planning

I need to work on [specific task] for [time available].

Based on the complexity and my energy level right now [high/medium/low], suggest optimal work/break intervals.

Energy-Based Break Scheduling

I have 4 hours of focused work ahead.

Design a break schedule that maintains my energy.

Include what type of break activity would be most restorative for each interval.

Focus Recovery Prompt

I was supposed to work on [task] but got distracted by [distraction].

I have [time remaining].
Help me refocus and adjust my plan to still make meaningful progress.

Eisenhower Matrix, AI-Style

Here are my tasks for today [list].
Use the Eisenhower Matrix to categorize them, then create a timeline that tackles them in order of maximum impact while considering my energy patterns [describe patterns].

Motivation and Momentum Coaching

I'm procrastinating on [task] because [reason].
It needs to be done by [deadline].
Break this down into the smallest possible first step and coach me through getting started.

Weekly Optimisation Check-in

This week I tried [techniques].
What worked well was [successes].
What didn't work was [challenges].
Help me adjust my approach for next week based on these patterns.

Practice Exercise

Tomorrow I need to [specific task] for [time period].
My energy is typically [pattern].
Design the optimal work/break schedule with specific coaching prompts I can use if I get distracted.

Your Productivity Results

Best work/break timing discovered:

Most effective break activities:

Successful procrastination breakthrough: Yes No

Task: _____

What helped: _____

Module 5: Family & Team Calendar Coordination

Managing multiple stakeholder schedules

Multi-Person Scheduling

I need to schedule [meeting/event] with [number] people.

Person A is available [times], Person B is available [times], Person C is available [times].

Find the best options that work for everyone.

Family Schedule Coordination

Help me coordinate our family schedule this week.

Kids need to be at [activities] at [times].

Partner works [schedule].

I have [commitments].

Who can drop off/pick up each child and when?

Managing Competing Priorities

We're trying to plan [event/vacation].

Person A's priorities are [list].

Person B's priorities are [list].

Person C's priorities are [list].

Suggest compromises that address everyone's main concerns.

Conflict Resolution

We have a scheduling conflict. [Describe situation].

Everyone's constraints are [list].

What creative solutions could work?

Consider alternative timing, splitting activities, or compromise approaches.

Recurring Schedule Optimisation

We need to establish a regular [meeting/activity] schedule.

Participants have these recurring constraints [list].

Suggest the best day/time that minimizes conflicts and maximizes attendance long-term.

Change Management

Our planned [event] at [time] needs to change because [reason].

Original attendees were [list].

Their new constraints are [list].

Suggest new options and how to communicate the change diplomatically.

Communication Templates

Initial Scheduling:

Draft a message to coordinate [event] that explains the timing decision, acknowledges different preferences, and asks for confirmation in a friendly way.

Change Communication:

Draft a message about changing our scheduled [event] that apologizes for the inconvenience, explains the reason, presents the new option clearly, and maintains enthusiasm for the event.

Practice Exercise

I need to coordinate [specific event] with [specific people].

Here are everyone's constraints and preferences [list details].

Find the best solution and suggest how to communicate it to the group.

Your Coordination Results

Most complex scheduling challenge solved:

AI's suggested solution:

How well it worked: _____

Best communication approach learned:

Module 6: Safe, Smart & Sustainable AI Habits

Building responsible long-term AI practices

Privacy Guidelines

Safe to Share:

- Task types and general scheduling needs
- Work categories and energy patterns
- Time management challenges

Be Cautious With:

- Specific names → use "colleague" instead
- Company details → use "our organisation"
- Location information → use "local office"

Never Share:

- Passwords or login information
- Financial information or specific budgets
- Confidential client data
- Private family matters

Smart Privacy Example

Instead of: "Help me email John Smith about the budget crisis at ABC Company"

Try: "Help me email a colleague about addressing budget concerns at work"

Your Personal Time Management AI Charter

1. Three Time Management Tasks for Regular AI Use:

Choose tasks where AI provides clear value:

1. _____
2. _____
3. _____

2. Three Types of Scheduling Information to Keep Private:

Define your privacy boundaries:

1. _____

2. _____
3. _____

3. One Daily Practice for Authentic Human Connections:

Choose something sustainable:

My Practice: _____

4. Technology Backup Strategy:

Plan for when AI isn't available:

My Strategy: _____

Weekly Implementation Plan

- **Week 1:** Implement regular AI uses
- **Week 2:** Practice privacy boundaries
- **Week 3:** Establish authenticity practice
- **Week 4:** Test backup strategy

Final Reflection Questions

1. Which technique will have the biggest impact on your daily life?

2. What will you do differently starting tomorrow?

3. How will you know AI is enhancing rather than replacing your judgment?

4. What's most important to preserve about your natural style?

Quick Reference: All Core Prompts

Daily Planning

I have these tasks today: [list]. Here's my calendar [screenshot]. Please create a realistic schedule with 15-minute buffers and suggest which task to start with and why.

Weekly Planning

Here are my tasks for this week [list]. My recurring commitments are [list]. My energy is highest on [times]. Please suggest which days to tackle each task and explain your reasoning.

Email Prioritization

Based on this inbox screenshot, which emails should I prioritise first? Consider sender importance, subject urgency, and potential impact of delays.

Smart Pomodoro

I need to work on [task] for [time available]. Based on the complexity and my energy level right now [high/medium/low], suggest optimal work/break intervals.

Multi-Person Scheduling

I need to schedule [event] with [number] people. Person A is available [times], Person B is available [times], Person C is available [times]. Find the best options that work for everyone.

Focus Recovery

I was supposed to work on [task] but got distracted by [distraction]. I have [time remaining]. Help me refocus and adjust my plan to still make meaningful progress.

Progress Tracking

Week 1 Progress

Techniques tried: _____

What worked: _____

What needs adjustment: _____

Week 2 Progress

Techniques tried: _____

What worked: _____

What needs adjustment: _____

Week 3 Progress

Techniques tried: _____

What worked: _____

What needs adjustment: _____

Week 4 Progress

Techniques tried: _____

What worked: _____

What needs adjustment: _____

Monthly Review

Biggest time savings: _____

Most helpful technique: _____

Unexpected benefits: _____

Areas for improvement: _____

Emergency Quick Wins

When overwhelmed with tasks: Use the daily planning prompt with your task list and calendar screenshot.

When stuck on difficult email: Use the challenging response prompt with context and goals.

When procrastinating: Use the motivation coaching prompt with specific task and reason for delay.

When multiple people need scheduling: Use the multi-person scheduling prompt with everyone's availability.

When distracted from important work: Use the focus recovery prompt to get back on track quickly.

Remember: AI is your assistant, not your replacement. You remain in control of all final decisions while AI helps you work smarter, not harder.

AI-Powered Time Management Course
Digital Isle of Man - Activate AI Programme
Taking AI from concept to action