AI Everyday Productivity

WHAT THIS MINI COURSE CONTAINS

Five self-paced PDF lessons, a practice workbook, worked solutions and useful starter files. Learn through a small output you can inspect. No videos or live sessions are included.

WHAT YOU WILL PRACTISE

Choose an appropriate low-risk task for AI assistance.
Write a task brief with facts, constraints and a clear output.
Check a summary against its source and keep uncertainty visible.
Finish a reusable personal productivity workflow.

THE FIVE-LESSON ROADMAP

01 Choose a task worth delegating

02 Write a brief the assistant can follow

03 Summarise without losing the evidence

04 Check numbers, names and next actions

05 Build a small, responsible workflow

PRACTICE FILES

Open tasks.csv in a spreadsheet or text editor. Use the reusable task-brief.md template with the synthetic rows. Check the total estimate and preserve the task IDs.

This free preview contains a sample lesson and the course roadmap. The full downloadable package is delivered after a verified purchase. Prices and current availability are shown on the website.

Choose a task worth delegating

YOUR GOAL

Separate helpful drafting tasks from decisions that need a person.

Begin with a task, rather than a tool. A useful first task has an input you can inspect, an output you can judge and a small cost if the draft is wrong. Reformatting fictional meeting notes is easier to check than deciding whether a real person should receive a loan.

Score a task on sensitivity, reversibility and ease of checking. Keep authority with the person who owns the work. If an output could affect money, safety or another person's rights, use the assistant for a limited preparation step and have a qualified person make the decision.

AN EXAMPLE

Fictional task: turn five event-planning notes into a checklist. Input is already public; the checklist can be edited; each item can be traced to a note. Result: suitable for an assisted draft. 'Decide which employee to dismiss' fails this first-task screen.

TRY THIS NOW

List five recurring tasks. Mark each input as public, internal or sensitive; state who approves the result; choose one low-risk drafting task.

- Your chosen task has a named input and a measurable output.
- You can describe a human review step before the output is used.

Use fictional or synthetic inputs. Inspect facts, calculations and code before relying on AI output. The full course continues with four more lessons and the included practice package.