

LESSON 16 WORKBOOK

AI Productivity Tools

Module 2: Using AI Tools

Name		Date	
Productivity Project		Status	■ Not Started ■ In Progress ■ Complete

Lesson Purpose

Learn how AI productivity tools can help you save time, organize tasks, manage information, automate repetitive work, and improve your daily workflow.

Before You Begin

- I completed Lesson 15.
- I understand basic AI prompting.
- I will use AI to support my work while checking important results.

My Main Goal

Exercise 1

List five AI productivity tools and explain what each one helps you do.

Exercise 2

Describe three repetitive tasks in your daily work or studies that AI could simplify.

Exercise 3

Design a simple daily workflow showing where AI can save you time.

Practical Productivity Activity

Use one AI productivity tool to organize tasks, summarize information, schedule work, or create a to-do list. Record what you did, the results, and any improvements you would make.

Prompt Practice

Prompt: "Act as my productivity coach. Create a prioritized daily work plan based on these tasks, estimate the time needed for each, and suggest where AI tools could help me work faster."

Key Takeaways

My Practical Action Step

Reflection

Completion Checklist

- Completed all workbook exercises.
- Used an AI productivity tool for a real task.
- Improved my personal workflow with AI.
- I am ready for Module 3.

Next Step

Continue to **Lesson 17 – Freelancing with AI** and begin applying AI skills to generate income.