

EVERYDAY AI QUICKSTART GUIDE

Practical AI for Everyday Productivity



You don't need to be an AI expert—or buy expensive software—to start saving time. Start with one tool, one task, and one useful prompt.



START HERE

Choose one repetitive task you do every week and let AI help.

REAL-WORLD AI USE CASES

Practical Ways People Use AI Every Day

Use Case	Example Prompt	Benefit
Email & Communication	"Draft a professional email requesting a project update."	Saves time writing and editing
Meeting & Notes Support	"Summarize these notes into decisions, action items, and owners."	Faster follow-up and accountability
Research & Information Gathering	"Compare these three software options and summarize the pros and cons."	Faster decision-making
Planning & Organization	"Create a weekly action plan based on these priorities."	Better organization and focus
Content Creation	"Create a LinkedIn post announcing our new service."	Speeds up marketing and communications
Problem Solving	"Provide three solutions to reduce project delays."	Generates ideas and alternatives
Learning & Training	"Explain cybersecurity in simple terms and provide examples."	Accelerates learning
Data Analysis	"Identify trends and key insights from this spreadsheet."	Supports data-driven decisions

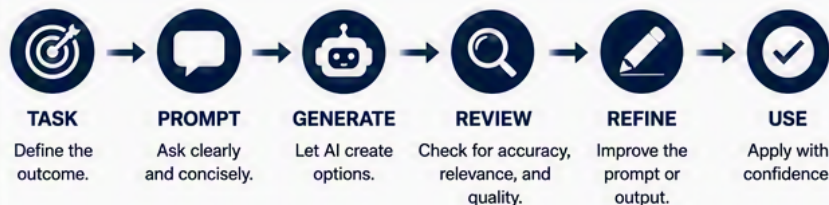
5-MINUTE AI STARTER CHALLENGE

Try It Today

- 1 Identify one task you repeat weekly.
- 2 Ask:
"I regularly do [TASK]. How can AI help me complete this faster? Give me one practical improvement and explain the steps."
- 3 Test the recommendation immediately.
- 4 Repeat with another task.



THE SPS AI PRODUCTIVITY FRAMEWORK



Great AI results come from refining, not perfection. Treat AI as a first draft partner.

SPS AI QUICK WINS



Before a Meeting

Ask AI: "Review this agenda and suggest discussion questions and risks to address."



After a Meeting

Ask AI: "Convert these notes into a summary with action items and due dates."



Managing Email

Ask AI: "Draft responses to these messages using a professional tone."



Planning a Project

Ask AI: "Create a project timeline with milestones, dependencies, and risks."



Learning Something New

Ask AI: "Teach me the fundamentals of [topic] in 10 minutes."



Making a Decision

Ask AI: "Compare these options using cost, risk, benefits, and implementation effort."

SPS READY-TO-USE PROMPTS



Email Draft

Draft a professional email to [audience] about [topic] in a concise and friendly tone.



Meeting Summary

Summarize these notes into key decisions, action items, and next steps.



Problem Solver

I need help with [problem]. Give me three practical solutions with pros and cons.



Project Planner

Create a step-by-step plan for completing [project] within [timeframe].



Content Creator

Create a [type of content] about [topic] for [audience] in [tone].

A DAY IN THE LIFE WITH AI

8:00 AM



Draft emails and respond faster with confidence.

10:00 AM



Prepare for meetings and create agendas.

1:00 PM



Research, compare, and analyze information.

3:00 PM



Solve problems and generate new ideas.

5:00 PM



Summarize work and plan next steps.



WHEN TO USE AI

- ✓ Drafting content
- ✓ Summarizing information
- ✓ Brainstorming ideas
- ✓ Analyzing options
- ✓ Creating plans
- ✓ Learning new concepts
- ✓ Organizing information
- ✓ Preparing presentations



WHEN NOT TO USE AI

- ✗ Final legal decisions
- ✗ Medical diagnoses
- ✗ Financial advice without verification
- ✗ Confidential information in unauthorized tools
- ✗ Any output that hasn't been reviewed by a human

SPS QUICK WINS



Save 30–60 minutes per day



Improve writing quality



Reduce repetitive work



Accelerate learning and research

