

Getting started with AI: Daily Workflow Booster

By Designing AI Heroes

Why this matters

Using AI is a new habit. Integrating AI into daily workflows is a skill that requires conscious effort. While AI tools are increasingly accessible, many professionals struggle to identify when and how to use them effectively. This is not due to a lack of capability, but rather a lack of habit or inspiration. We sometimes just don't know where to start.

Here is the thought of the day.

“What tasks today could I do more efficiently with AI?”

This simple exercise serves several important purposes:

1. **Promotes Intentional Use of AI**

Many tasks, such as drafting emails, organising information, or summarising content, can be made more efficient with AI. However, without a structured moment to reflect, these opportunities are often overlooked.

2. **Reduces Mental Load**

By offloading parts of your work to AI, you conserve energy for tasks that require deeper thought or human judgment. It allows professionals to begin their day with greater clarity and focus.

3. **Encourages Practical Experimentation**

For those still learning how to work alongside AI tools, it helps to delegate more daily tasks to AI. Over time, this builds familiarity and confidence.

4. **Supports Consistency in Workflow**

Developing a routine for how and when to use AI helps ensure that its benefits are realised consistently, rather than sporadically or only in high-pressure situations.

Here you will find some inspiration for your daily workflow:

Task	Use Case	Suggested Prompt (These are short prompts. We recommend to enlarge them according to our prompt framework to get valuable output.)
Drafting emails	Speed up repetitive communication	Draft a professional email to follow up on yesterday's meeting.
Planning meetings	Automate scheduling & agenda creation	Create a 30-min agenda for a weekly team sync on project milestones.
Working with documents	Summary of a large document. Upload a file (Word, PFD) into the AI and ask questions about the file.	Give a summary of chapter 8 in the document. Or: Give a summary of all information of topic x in the document.
Research	Quickly gather info or summarise articles	Give me a summary of the latest trends in AI productivity tools.
Brainstorming ideas	Overcome creative blocks	Give me 10 blog post ideas for productivity in remote teams.
Creating presentations	Save time designing slides and writing content	Outline a 5-slide deck on quarterly performance review.
Summarising meetings	Reduce time spent on note-taking	Summarise the key points from this meeting transcript and create a tasks list out of it.
Writing reports	Auto-generate drafts or improve clarity	Draft a monthly report on marketing KPIs for March.
Translating content	Communicate with multilingual audiences	Translate this client email to Spanish, keeping a formal tone.
Organising to-do lists	Clarify and prioritise tasks	Sort these tasks by urgency and effort: [list of tasks].

Creating templates	Reuse structure for repeat work	Create a reusable email template for sales outreach.
Data Analysis	Summarise large datasets or reports. Upload your data file like Excel into the AI and ask questions about the data.	Summarise key trends from this sales report data. Or: Analyse these market data to recognise trends.
Personal development	Get learning resources instantly	List top 5 articles or books to improve negotiation skills.
Coding assistance	Solve bugs or write simple scripts	Write a Python script that renames files in a folder by date created.