

WORKBOOK

Step-by-step Guide to Setting up and Using AI Time-management Tools

Identify Your Needs:

Determine what areas of time management you need help with - task prioritization, scheduling, or task automation.

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Choose the Right Tools:

Research various AI time-management tools available in the market that best suit your needs.

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Set Up the Tool:

Follow the instructions provided by the tool to set it up. This usually involves syncing it with your calendar, email, and task list.

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Train Your AI:

Most AI tools learn from your behavior. Be consistent with how you use it in the initial weeks to help it understand your work patterns better.

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Monitor and Adjust:

Keep an eye on the AI's performance. Tweak settings and preferences as needed to ensure optimal performance.

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