

PEOPLE + PURPOSE + POSSIBILITY

10 Ways AI Can Save You Time This Week

Work smarter without losing the human touch

AI is not just for technology experts. Use these practical prompts to save time, improve communication, and create more room for meaningful work.

A practical resource from Change Dr. Tiff

Dr. Tiffany Edwards, SPHR, LSSBB

AI can create the first draft. You bring the context, judgment, and humanity.

Ways 1-5

Choose one idea to try this week. Review every output before using it.

1

Draft Professional Emails in Minutes

Use AI to create a thoughtful first draft instead of staring at a blank screen.

Try asking: "Write a professional email requesting a project update."

Time saved: 15-30 minutes per day

2

Summarize Long Articles and Reports

Turn lengthy documents into key takeaways and action items.

Try asking: "Summarize this article in five bullet points."

Time saved: 1-2 hours per week

3

Improve Your Writing

Strengthen the clarity and tone of proposals, presentations, and social posts.

Try asking: "Make this message more concise and professional."

Time saved: 30-60 minutes per week

4

Prepare for Meetings

Generate agendas, discussion questions, and follow-up summaries.

Try asking: "Create a meeting agenda for a team planning session."

Time saved: 30 minutes per meeting

5

Brainstorm New Ideas

Generate options and fresh perspectives for your business, career, or community work.

Try asking: "Give me 20 ideas to improve customer engagement."

Time saved: 1-2 hours per week

Ways 6-10

Choose one idea to try this week. Review every output before using it.

6

Create Social Media Content

Draft posts, captions, and content ideas that you can personalize.

Try asking: "Create five LinkedIn post ideas about leadership."

Time saved: 1-3 hours per week

7

Organize Your Priorities

Turn a crowded task list into a realistic schedule and action plan.

Try asking: "Help me organize these tasks into a weekly action plan."

Time saved: 30-60 minutes per week

8

Support Career Growth

Get help with resumes, interview preparation, networking messages, and development plans.

Try asking: "Review my resume and suggest improvements."

Time saved: Several hours during career transitions

9

Help Students Learn

Explain concepts, create study guides, and develop age-appropriate practice activities.

Try asking: "Explain photosynthesis like I am in middle school."

Time saved: 1-2 hours per week

10

Learn New Skills Faster

Use AI as a personal learning assistant for project management, Excel, public speaking, or another skill.

Try asking: "Teach me the basics of project management."

Time saved: Countless hours over time

A Final Thought

The greatest value of AI is not replacing people. It is helping people spend less time on repetitive tasks and more time on creativity, relationships, learning, leadership, and meaningful work.

Before You Begin

Protect private information. Verify important facts. Keep a person accountable for the final decision. Technology works best when it supports the human experience.

My First Time-Saving Experiment

The task I will test	
The prompt I will use	
How I will review the result	
Time I hope to save	
What I learned	

Start small. Stay thoughtful. Keep people at the center.