

MODULE 3 · WEEK 3 · LESSON 2

Automate Your Workday: 10 Tasks to Hand to AI This Week

A ready menu with prompts included

WHAT YOU WILL BE ABLE TO DO

- Apply ready-made prompt patterns to 10 common tasks
- Adapt one pattern to your own starred task
- Measure time saved with a before/after log

LESSON CONTENT

The menu

1 Meeting minutes from notes. 2 Professional replies to difficult messages. 3 Weekly report from bullet fragments. 4 Quotation/invoice draft. 5 Meeting agenda. 6 Study pack summary. 7 Job-tailored CV bullet. 8 Social post + caption variants. 9 Spreadsheet formula + explanation. 10 Translation check into your home language. Each has a prompt pattern in your PDF.

Adapt, don't copy

Replace the bracketed context with your real facts. The pattern is the skeleton; your context is the muscle. A copied prompt with foreign context produces foreign results.

Log the saving

Record minutes before (your usual time) and after (AI-assisted, including your checks). Even a 40% saving on three weekly tasks returns a full workday per month. Numbers make believers of managers.

KEY TERMS

Prompt pattern	Reusable prompt skeleton with slots.
Before/after log	Timed evidence of efficiency gain.
Context slot	Bracketed placeholder for your real facts.
Efficiency gain	Time saved at equal or better quality.

HANDS-ON TASK

Automate one task, log it · Tools: Your chat assistant

1. Take your starred task from Lesson 1.
2. Apply/adapt the matching pattern; run it twice.
3. Log before/after minutes and quality note (1-5).

KEY TAKEAWAYS

- ✓ Before you go, three takeaways from this lesson.
- ✓ One: Apply ready-made prompt patterns to 10 common tasks.
- ✓ Two: Adapt one pattern to your own starred task.

- ✓ Three: Measure time saved with a before/after log.
- ✓ And your hands-on task: automate one task, log it.
- ✓ Take your starred task from Lesson 1.
- ✓ When it is done, mark the lesson complete on your dashboard, keep the artifact for your portfolio, and step into the next lesson.
- ✓ I will see you there.

Watch the lesson video on your dashboard, complete the task, then mark the lesson complete. Your artifact belongs in your Portfolio of Evidence.