About this Workbook

Welcome to your personal Al Toolkit and Workflow Optimization Workbook! This worksheet is designed to help you streamline your use of Al in the workplace. It's packed with a list of Al tools, workflow improvements, and a prompt cheatsheet. All to supercharge your career and improve your efficiency at work.

How to Use AI Toolkit

- 1. Start by browsing through the workbook to familiarize yourself with its contents.
- 2. You will find that at the bottom of this page are various tabs with different materials for each topic. Click through the different tabs. Don't make any changes yet.
- 3. Each time you have a lesson or assignment, come to this workbook and put in your milestone or explore the tools you have been given.
- 4. Submit your work from each tab as needed.
- 5. Have fun.

Contents:

Tab 1: This Dashboard - How to Use Your AI Toolkit

Tab 2: AI Tools

Tab 3: My Al Toolkit

Tab 4: My Prompts Sheet

Tab 5: Workflow Optimization

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	Weight management	Exercising every other day	Meeting of weight goal	Constant reminders	Reduce weight by 5kg by next quarter				
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Process	Al Tool Applied	Before Optimization	After Optimization	Time Saved	Improved Metrics	Feedback				
Customer Support	Helpscout	Manual response to customer	Automated response with Al	2hrs per Day	Customer satisfaction up by 20%	Very effective in handling routine queries				
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