

About this Workbook

Welcome to your personal AI Toolkit and Workflow Optimization Workbook! This worksheet is designed to help you streamline your use of AI in the workplace. It's packed with a list of AI 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 AI Toolkit

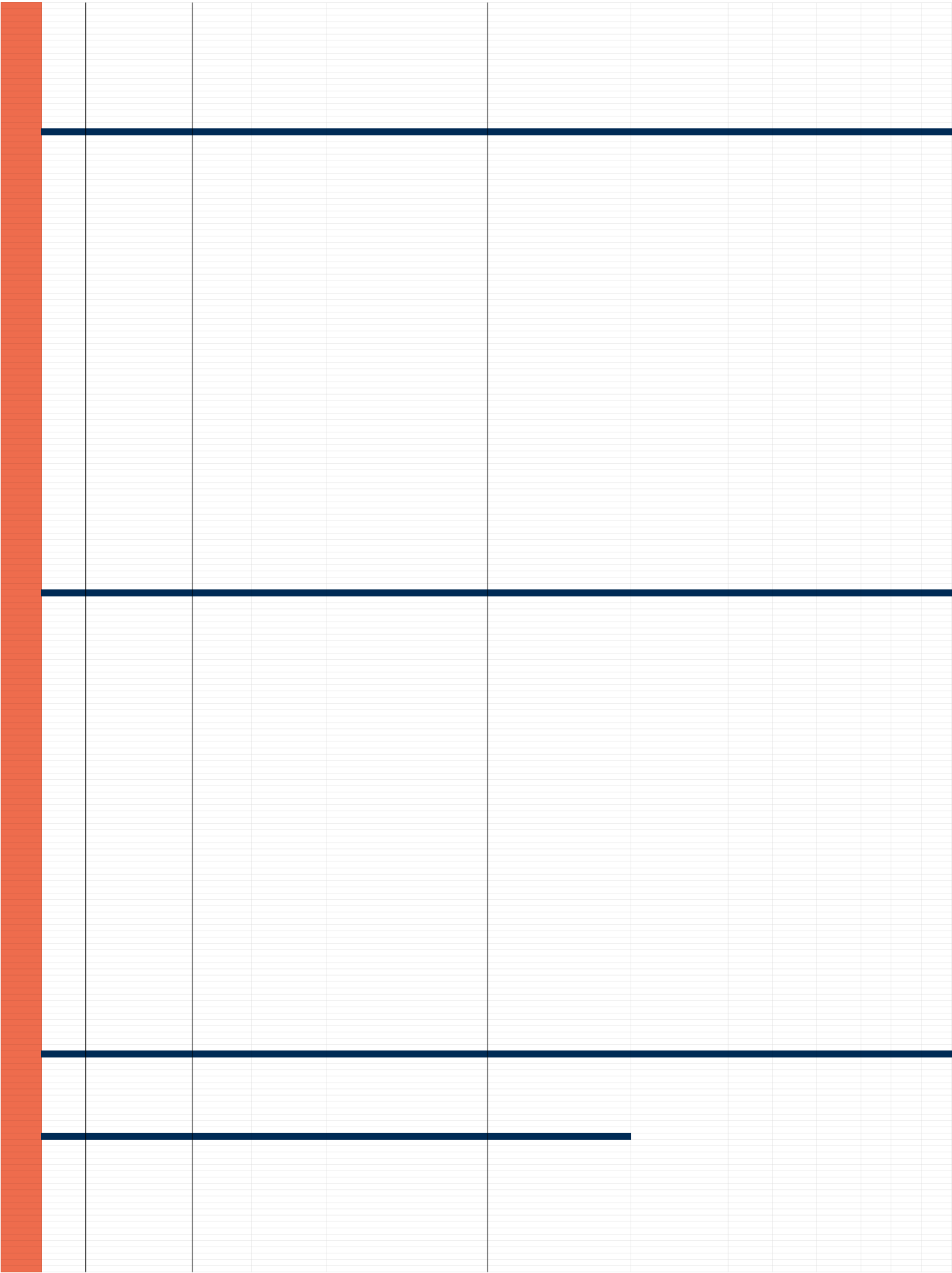
Tab 4: My Prompts Sheet

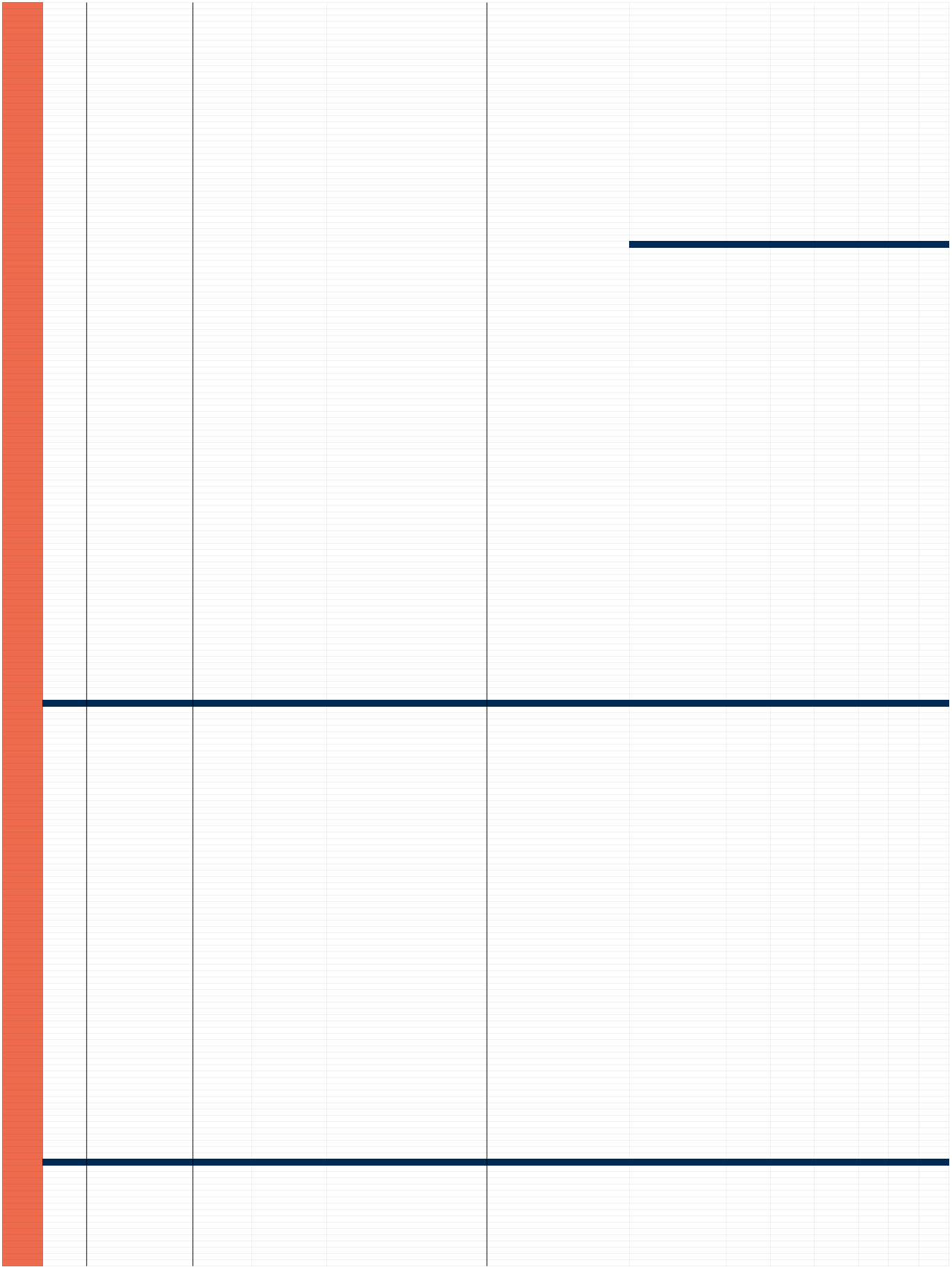
Tab 5: Workflow Optimization

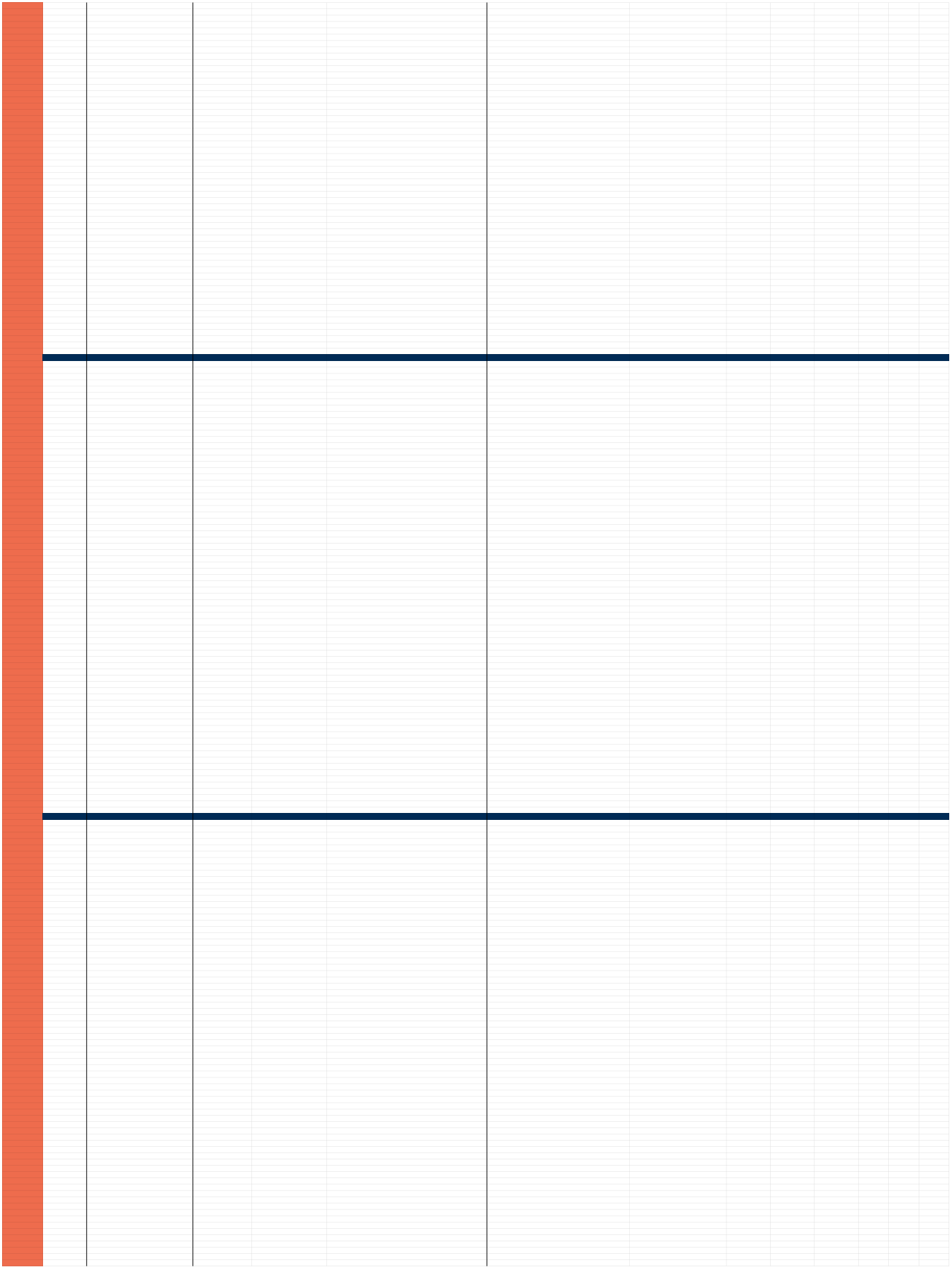
Personal Assistants	Email Management Tools	Financial Planning	Fitness and Health	Language Learning Apps	Personalized News and Content	Writing and Grammar Tools	Presentations and Documents	Art	Videos	Data Analysis
Google Assistant (Google.com) Amazon Alexa (Amazon.com) Apple Siri (Apple.com) Microsoft Cortana (Microsoft.com) Samsung Bixby (Samsung.com) Google Assistant (Google.com) Amazon Alexa (Amazon.com) Apple Siri (Apple.com) Microsoft Cortana (Microsoft.com) Samsung Bixby (Samsung.com)	Gmail (Gmail.com) Outlook (Outlook.com) Yahoo Mail (Yahoo.com) iCloud Mail (iCloud.com) Proton Mail (Proton.me) Gmail (Gmail.com) Outlook (Outlook.com) Yahoo Mail (Yahoo.com) iCloud Mail (iCloud.com) Proton Mail (Proton.me)	Acorns (Acorns.com) Robinhood (Robinhood.com) Acorns (Acorns.com) Robinhood (Robinhood.com) Acorns (Acorns.com) Robinhood (Robinhood.com) Acorns (Acorns.com) Robinhood (Robinhood.com)	MyFitnessPal (MyFitnessPal.com) Fitbit (Fitbit.com) MyFitnessPal (MyFitnessPal.com) Fitbit (Fitbit.com) MyFitnessPal (MyFitnessPal.com) Fitbit (Fitbit.com) MyFitnessPal (MyFitnessPal.com) Fitbit (Fitbit.com)	Duolingo (Duolingo.com) Babbel (Babbel.com) Duolingo (Duolingo.com) Babbel (Babbel.com) Duolingo (Duolingo.com) Babbel (Babbel.com) Duolingo (Duolingo.com) Babbel (Babbel.com)	News by Yahoo (Yahoo.com) News by Google (Google.com) News by Yahoo (Yahoo.com) News by Google (Google.com) News by Yahoo (Yahoo.com) News by Google (Google.com) News by Yahoo (Yahoo.com) News by Google (Google.com)	Grammarly (Grammarly.com) Hemingway (Hemingway.com) Grammarly (Grammarly.com) Hemingway (Hemingway.com) Grammarly (Grammarly.com) Hemingway (Hemingway.com) Grammarly (Grammarly.com) Hemingway (Hemingway.com)	Canva (Canva.com) Adobe Creative Cloud (Adobe.com) Canva (Canva.com) Adobe Creative Cloud (Adobe.com) Canva (Canva.com) Adobe Creative Cloud (Adobe.com) Canva (Canva.com) Adobe Creative Cloud (Adobe.com)	ArtStation (ArtStation.com) DeviantArt (DeviantArt.com) ArtStation (ArtStation.com) DeviantArt (DeviantArt.com) ArtStation (ArtStation.com) DeviantArt (DeviantArt.com) ArtStation (ArtStation.com) DeviantArt (DeviantArt.com)	YouTube (YouTube.com) Netflix (Netflix.com) YouTube (YouTube.com) Netflix (Netflix.com) YouTube (YouTube.com) Netflix (Netflix.com) YouTube (YouTube.com) Netflix (Netflix.com)	Tableau (Tableau.com) Power BI (Microsoft.com) Tableau (Tableau.com) Power BI (Microsoft.com) Tableau (Tableau.com) Power BI (Microsoft.com) Tableau (Tableau.com) Power BI (Microsoft.com)

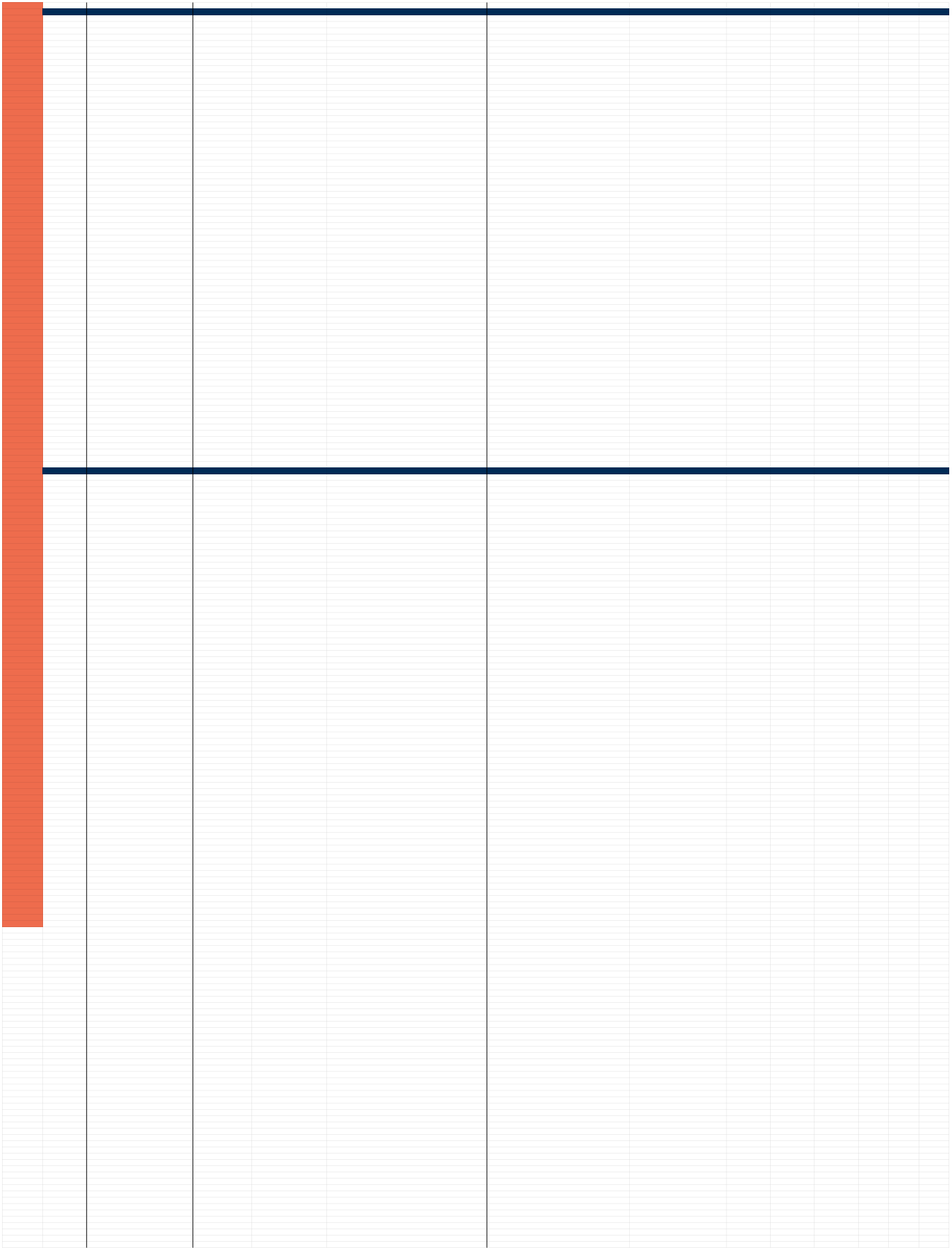
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Content Category	Specific Use-Case	Prompt Template	Expected Output	Tone	Variations
Goal Analysis	Goal Assessment	Review my goals and provide feedback on their feasibility.	Clear feedback on each goal, highlighting strengths and weaknesses.	Objective and constructive.	Review my goals and provide feedback on their feasibility.
Design	Idea Creation	Create a design for a beach umbrella that is modern and eco-friendly.	AI-generated design image.	Creative and descriptive.	Generate a design for a beach umbrella that is modern and eco-friendly.
Health and Fitness	Weight management	Exercising every other day.	Meeting of weight goal.	Constant reminders.	Reduce weight by 5kg by next quarter.









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