20-day AI & GenAI Roadmap for Managers

If you are a manager aiming to lead smarter and faster, this hands-on roadmap will help you automate workflows, gain insights, improve decision-making, and collaborate better using practical AI/GenAI tools.

#Week 1: AI & GenAI Fundamentals for Managers
Goal: Understand AI/GenAI concepts and how they apply to your work domain.

Day 1: Intro to AI for Management
* Watch: AI for Everyone
* Read: What Leaders Should Know About AI
* Outcome: Understand AI's strategic role across fields, not just tech.

Day 2: GenAI in the Workplace
* Watch: Introduction to Generative AI
* Try: ChatGPT & Gemini
* Outcome: Use GenAI to draft reports, summarize data, and brainstorm team initiatives.

Day 3: Prompting for Managers
* Read: OpenAI Prompting Guide for Professionals
* Practice: "Summarize this 10-slide business deck into a 3-minute executive brief."
* Outcome: Learn how to ask better questions to get smarter outputs.

Day 4: Build Things
* Tool: Perplexity AI
* Watch: 9 Mind-Blowing Use Cases of Perplexity Labs
* Outcome: Use AI to gather industry trends, market info, or competitive benchmarks.

Day 5: AI Productivity Boosters
* Read: How AI Is Redefining Managerial Roles
* Reflect: Which manual tasks (e.g., status reports, meeting notes) could be automated?
* Outcome: Begin listing AI use cases for your role.

#Week 2: AI for Everyday Workflows
Goal: Automate communication, meetings, writing, and presentations.

Day 6: Writing & Summarizing with AI
* Watch: Workflow that incorporates AI tools for professional tasks
* Task: "Draft a performance review summary from notes" or "summarize this PDF."
* Outcome: Automate routine writing tasks while staying professional.

Day 7: Meeting Productivity with AI
* Tool: Otter.ai or Fireflies.ai
* Watch: How AI Takes Meeting Notes
* Watch: How to Take Notes & Summarize Documents Efficiently with Gen AI
* Outcome: Capture and search meeting notes automatically.

Day 8: Data Summarization
* Watch: How to Analyze CSV Data with NotebookLM
* Task: Upload CSV and ask for trend summaries or dashboards.
* Outcome: Get quick summaries from complex data.

Day 9: AI-Enhanced Slide Decks
* Tool: Tome.app or Gamma.app
* Watch: Forget PowerPoint! The BEST AI Tool for Making Stunning Presentations
* Outcome: Turn ideas or outlines into polished presentations.

Day 10: AI-Powered Email & Calendar
* Tools: Reclaim.ai
* Watch: Reclaim AI Review
* Outcome: Automate follow-ups, scheduling, and inbox triage.

#Week 3: Insights, Forecasting, and Decision Support
Goal: Use AI to make better, faster, and more informed decisions.

Day 11: Real-Time Industry Trends
* Watch: Google Trends Tutorial
* Outcome: Discover how to monitor relevant industry or regional signals.

Day 12: Scenario Planning with AI
* Task: "Create a best-case/worst-case forecast for Q4 performance."
* Read: McKinsey – The Executive's AI Playbook
* Outcome: Leverage AI to simulate outcomes or business strategies.

Day 13: Sentiment & Employee Insights
* Watch: Master Customer Feedback Analysis with MonkeyLearn.com's AI Tool!
* Task: Upload anonymous feedback/comments for AI sentiment analysis.
* Outcome: Get quick pulse checks from large amounts of feedback.

Day 14: Dashboards with AI
* Watch: AI in Zoho CRM – Part 1: Generative AI
* Outcome: Auto-generate dashboard insights without waiting on analysts.

Day 15: No-Code AI Tools
* Watch: Notion AI Tutorial: Is It Really Worth It?
* Task: Use it for writing briefs, task planning, or project updates.
* Outcome: Make note-taking and documentation smarter.

#Week 4: Advanced Use & Building Your Stack
Goal: Adopt long-term AI workflows, responsibly and efficiently.

Day 16: Build a Personal AI Assistant
* Tool: Zapier AI
* Watch: Zapier AI Tutorial for Beginners: Automation Made Simple
* Outcome: Automate common tasks across your email, calendar, and Slack.

Day 17: AI Ethics & Bias
* Read: OECD AI Principles
* Outcome: Know what responsible AI use looks like and how to evaluate tools.

Day 18: Upskill Your Team
* Read: Microsoft's Guide – Empowering Employees with GenAI: Part 1, Part 2
* Task: Create an internal list of use cases or a short AI onboarding guide for your team.

Days 19–20: Build Your AI Stack
* Pick 5 tools from above you'll commit to using weekly.
* Document your workflows using Notion or Google Docs.
* Outcome: Walk away with your personalized AI productivity toolkit.

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