

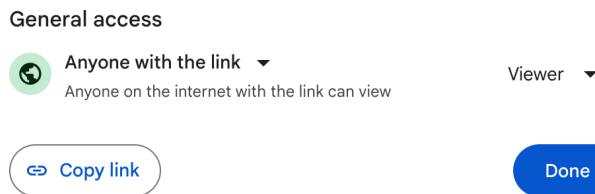
# ALX AICE: Milestone #3 Worksheet

## Step 1: AI Toolkit

To access your AI Toolkit, Go to your personal ALX AICE Google Drive, then locate your updated [AI Toolkit Spreadsheet](#). Make sure your AI Toolkit is updated and contains prompts and workflow optimization processes from the following activities:

- Try Out Chat GPT For Task Management
- Research Sprint
- Writing prompt

Next, Click "**Share**" (under the 3 dots) and adjust the settings so that it looks like this:



Then, copy the link and paste it in the box below;

Step 1: Your AI Toolkit
<p><a href="https://docs.google.com/spreadsheets/d/1HtCFZDpkrLJIDGTw6fJi8aQ1hmOwe_KF3O_aiznZFCc/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1HtCFZDpkrLJIDGTw6fJi8aQ1hmOwe_KF3O_aiznZFCc/edit?usp=sharing</a></p>

*If you need more help with this, Google for video instructions on sharing files in Google Drive, or ask a peer.*

## Step 2: Project Plan/Work Plan

Locate your [Project Plan/Work plan sheet](#)

Ensure you have completely filled out the "**Project Plan**" and "**ChatGPT Project Board**" Tabs. Then, Click "**Share**" (under the 3 dots) and adjust the settings to "*Anyone with the link can view.*" Next, paste the link in the box below;

### Step 2: Project Plan/Work Plan

[https://docs.google.com/spreadsheets/d/1WfCc24DRASnStfaTIOgQY3gFn9Uf7xZ\\_OmjUOkbUcMg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1WfCc24DRASnStfaTIOgQY3gFn9Uf7xZ_OmjUOkbUcMg/edit?usp=sharing)

### Step 3: Research Worksheet

Locate your [ALX AiCE Research Worksheet](#).

Make you complete Parts A, B, and C of the worksheet. After confirming that, save the worksheet as a PDF file and upload it to your designated AiCE Google Drive.

Then, Click "**Share**" (under the 3 dots) and adjust the settings to "*Anyone with the link can view.*" Next, paste the link in the box below;

### Step 3: AiCE Research Worksheet

[https://docs.google.com/document/d/1hcrQw3Sc433W3kyGRILhWDzqmF1vxxaW\\_SCv\\_IJ1Z1A/edit?usp=sharing](https://docs.google.com/document/d/1hcrQw3Sc433W3kyGRILhWDzqmF1vxxaW_SCv_IJ1Z1A/edit?usp=sharing)

### Step 4: Data Cleaning

Locate your updated [Data Cleaning worksheet](#).

Then, Click "**Share**" (under the 3 dots) and adjust the settings to "*Anyone with the link can view.*" Next, paste the link in the box below;

### Step 4: Data Cleaning Worksheet

[https://docs.google.com/spreadsheets/d/1UErB5NwQr2WcWF52yiHwHIINV\\_8bFxfjgK](https://docs.google.com/spreadsheets/d/1UErB5NwQr2WcWF52yiHwHIINV_8bFxfjgK)

ErnNldXyYk/edit?usp=sharing

## Step 5: Your Email to Colleagues

Open up your ["Email to Colleagues" from your writing prompt activity](#).

Copy and paste the email you manually wrote into the box below and indicate how long it took you to complete the email in minutes.

### Step 5a: Email to Colleagues (Manual)

Subject Line: Weekly Update: Insights and Collaborative Thoughts

Dear Team,

I hope this email finds you in good spirits. As we navigate through another week of the VacAI project, I'm eager to update you on our progress and welcome your perspectives.

Purpose: Our recent efforts have been centered around understanding user engagement with VacAI. For a comprehensive view, you can explore the project board [[https://docs.google.com/spreadsheets/d/1WfCc24DRASnStfaTIOgQY3gFn9Uf7xZ\\_OmjUOkbUcMg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1WfCc24DRASnStfaTIOgQY3gFn9Uf7xZ_OmjUOkbUcMg/edit?usp=sharing)].

Research Questions:

1. Causal Question: "How do specific features influence user engagement with VacAI?"
2. Descriptive Question: "Let's delve into the tools users currently prefer for vacation planning."
3. Comparative Question: "What distinguishes active VacAI users from those who haven't embraced the app?"

Closing Remark: I'm looking forward to hearing your thoughts and any questions you might have.

Warm regards,

Ntokozo Matsipa

It took me 20 minutes to write this email.

**Copy and paste the email from ChatGPT in the box below.**

**Step 5b: Email to Colleagues (ChatGPT)**

Subject Line: Weekly Insights: VacAI Project Progress

Greetings Team,

I trust this message finds you well. I'm reaching out to share the latest developments in our VacAI project.

Purpose: This week, our focus has been on analyzing user engagement and identifying potential areas for improvement. Please find the link to our project board [[https://docs.google.com/spreadsheets/d/1WfCc24DRASnStfaTIOgQY3gFn9Uf7xZ\\_OmjUOkbUcMg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1WfCc24DRASnStfaTIOgQY3gFn9Uf7xZ_OmjUOkbUcMg/edit?usp=sharing)] for a detailed overview.

Research Questions:

1. Causal Question: "Does specific feature integration impact VacAI's user engagement?"
2. Descriptive Question: "What tools do users currently use for vacation planning?"
3. Comparative Question: "How do active VacAI users differ from those who don't engage with the app?"

Closing Remark: Your insights are invaluable. Feel free to share your thoughts or raise any questions.

Best regards,

Ntokozo Matsipa

It took me 5 minutes

### Step 7: Reflection on the use of AI

Take a moment to reflect on everything you've learned and how AI might shape your future. Then, create a short paragraph based on your reflection; your paragraph should answer the questions in the box below;

#### Reflection on the use of AI

*Do you think AI can effectively help you manage your time?*

*How can AI help you analyze data?*

*How can you improve your prompts?*

#### Step 7: Write Your Reflection Response Here

In the realm of efficient time management, AI emerges as an invaluable ally. With its ability to analyze patterns in my daily schedule, AI tools offer personalized insights, suggesting optimal time slots for tasks and even automating routine processes. This not only streamlines my workflow but also enables a more strategic allocation of time towards priority activities.

When it comes to data analysis, AI becomes a true game-changer. Its capacity to swiftly process vast datasets and identify trends allows for a deeper understanding of complex information. From predictive analytics to uncovering hidden correlations, AI

enhances the precision and speed of data analysis, empowering me to make more informed decisions in various aspects of my work and personal life.

To refine my prompts for AI interactions, I recognize the importance of clarity and specificity. Crafting prompts that are concise, contextually relevant, and clearly articulate my intent ensures more accurate and meaningful responses from AI. Regularly experimenting with different phrasings and structures also contributes to honing the effectiveness of prompts, fostering a seamless and productive interaction with AI systems.

In essence, leveraging AI for time management, data analysis, and refining prompts opens up a realm of possibilities, enhancing productivity and decision-making in both personal and professional spheres.