Design Your Day
Quick Wins to Boost Your Productivity

Want to maximize your productivity with AI?

Register for our 1-hour **Lunch & Learn: EVERYDAY AI**. Learn how to structure your day, automate your tasks and work smarter. Scan the QR code to register!

Use AI to Plan Your Most Productive Day

- **Define your priorities** – List your top three tasks or goals for the day.
- **Set your working hours** – Specify your start and end times, including any non-negotiable commitments.
- **Indicate energy levels** – Mention when you are most productive for deep work and when you prefer lighter tasks.
- **Account for breaks** – Include preferred break times and duration to maintain focus.
- **Specify task types** – Identify whether your day involves meetings, creative work, admin tasks, or a mix.
- **Request a structured schedule** – Ask ChatGPT to generate a time-blocked plan that balances work, focus, and rest.
- **Refine as needed** – Adjust the schedule based on deadlines, unexpected tasks, or flexibility requirements.

Example Prompt for ChatGPT to Structure a Productive Day
copy / paste into ChatGPT

"You are an expert productivity coach with a deep understanding of time management, focus techniques, and work-life balance strategies.

Create a structured, time-blocked daily schedule for me based on my tasks, energy levels, and priorities. Balance deep work, meetings, and personal well-being.

1. ***Analyze Priorities:** Identify my top 3 work-related tasks for today. (If you haven't been using ChatGPT to help with your tasks, you may need to identify your priorities for it.)*
2. ***Time Blocking:** Allocate dedicated time for deep work, admin tasks, and breaks.*
3. ***Energy Management:** Suggest when to tackle high-focus tasks vs. routine work.*
4. ***AI-Assisted Productivity:** Recommend AI tools or techniques to streamline tasks.*
5. ***Personal Well-being:** Include time for movement, mindfulness, or rest.*

By the end of today, I will have completed my top priorities efficiently while maintaining balance and avoiding burnout.

Use a 9-hour work window (8 AM - 5 PM) with flexibility for a lunch break and 2 short recharge breaks. I want a focus-first morning and meetings in the afternoon. Limit distractions and ensure at least one session of deep work."

Get hands-on AI insights in our Lunch & Learn: EVERYDAY AI

Join us and take control of your productivity. Scan the QR code above to see our available workshops!