Daily AI Workflow Cheat Sheet

A light routine for using AI through the day: plan, focus, communicate and review. Replace the [BRACKETS] with your own details, and remove private information before pasting anything into an AI tool.

1 · MORNING
Plan priorities and the first step

2 · FOCUS
Prepare before, summarize after

3 · COMMUNICATE
Draft, condense, outline

4 · EVENING
Review, close loops, set up tomorrow

MORNING Morning planning prompts

5 minutes

1 Plan the day

> Here are my tasks and fixed commitments for today: [LIST]. I have [N] focused hours. Suggest a realistic order, pick three priorities and flag anything to postpone.

2 Sort a brain dump

> Sort these unorganized notes into: do today, do this week, and drop. Keep my wording and ask about anything unclear.
> [PASTE NOTES]

3 Set the first step

> For my top priority [TASK], suggest a first step I can finish in 20 minutes and what to prepare before I start.

MIDDAY Deep work support patterns

before and after focus blocks

4 Before a focus block

> I will work on [TASK] for [N] minutes. List the questions to answer, the materials to gather and one likely obstacle with a way past it.

5 Summarize reading

> Summarize the text below in five bullets and list three questions it raises. Add nothing that is not in the text.
> [PASTE TEXT]

6 After a focus block

> Here are my rough notes from the session: [NOTES]. Summarize what was done, what is unfinished and the best first step for next time.

ANYTIME

Content and communication assistance

when writing is the task

7 Clear email draft

> Write a short, polite email to [PERSON] asking for [REQUEST] by [DATE]. State the reason in one sentence and keep it under 120 words.

8 Condense a thread

> Summarize this thread in three bullets and draft a short reply that answers the latest question.
> [PASTE THREAD]

9 Content outline

> Create an outline for a short post about [TOPIC] for [AUDIENCE]: a working title, four points and a closing question.

EVENING

End-of-day review prompts

5 to 10 minutes

10 Wins and gaps

> My notes on today: [NOTES]. List three things that went well, two that did not and one change to try tomorrow.

11 Close open loops

> From these unfinished items, tell me what to schedule, delegate or delete, with a suggested day for each.
> [PASTE ITEMS]

12 Set up tomorrow

> Using today's review and tomorrow's calendar [CALENDAR], suggest three priorities and one thing to prepare tonight.

Quick rules: give the tool the context it needs, ask for a specific format, check facts yourself and keep final decisions with you. Results vary by tool version and settings.

How to make it stick

Week one
Use only the morning and evening parts. Keep each to about five minutes.

Week two
Add mid-day support once the basic routine feels natural.

Always
Keep it light. If a step feels forced, drop it. Review AI output before you rely on it.