

THE

AI Femme Edit

BY THE AI EXECUTIVE EDIT

03



MODULE 03 • EVERYDAY AI

Small Jobs, Handed Over

Using AI for the everyday stuff, at home
and at work

Free guide

About 70 minutes

Start after Module 02

With Heather

This is where it starts to pay off.

You know what AI is. You know how to ask it properly. Now it's time to use it for everyday life.

The emails, the planning, the admin, the “I'll deal with that later” pile.

This module is about the jobs that eat your day: the reply you're avoiding, the week that needs planning, the letter you don't understand.

How to use this guide

About 70 minutes: six short lessons (about 50 minutes) and a 20-minute exercise.

You'll need: your AI tool, your prompt bank from Module 02, and a list of what's on your plate this week.

BUILT ON MODULE 02

The longer prompts use the four parts from Module 02: **Task, Context, Format, Check**. Page 9 shows which is which. Swap in your own details wherever you see **[brackets]**.

Pick one lesson that matches a job you have today, and start there if you like.

Your learning path

10 modules, from first steps to strategy · 01–05 free

- ✓ AI Foundations DONE
- ✓ Prompting DONE
- 03** **Everyday AI** YOU ARE HERE
- 04 Creating with AI
- 05 AI for Business & Income
- 06 AI at Work
- 07 Automation
- 08 AI Workflows
- 09 Agentic AI
- 10 Advanced AI Strategy

LEARNING OBJECTIVES

By the end of this module, you'll be able to:

- 1 Decide which everyday jobs are worth handing to AI, and which aren't
- 2 Draft, reply to and tidy up emails and messages in minutes
- 3 Turn a brain dump into a plan you'll actually follow
- 4 Use AI to think a decision through, without handing the decision over
- 5 Understand letters, forms and paperwork, safely
- 6 Build a small daily habit so AI actually saves you time

01

Not every job is an AI job

Good jobs for AI usually have at least one of these:

Blank page

You know what you want but struggle to start.

Repetitive

You've written something like it a dozen times.

Wordy

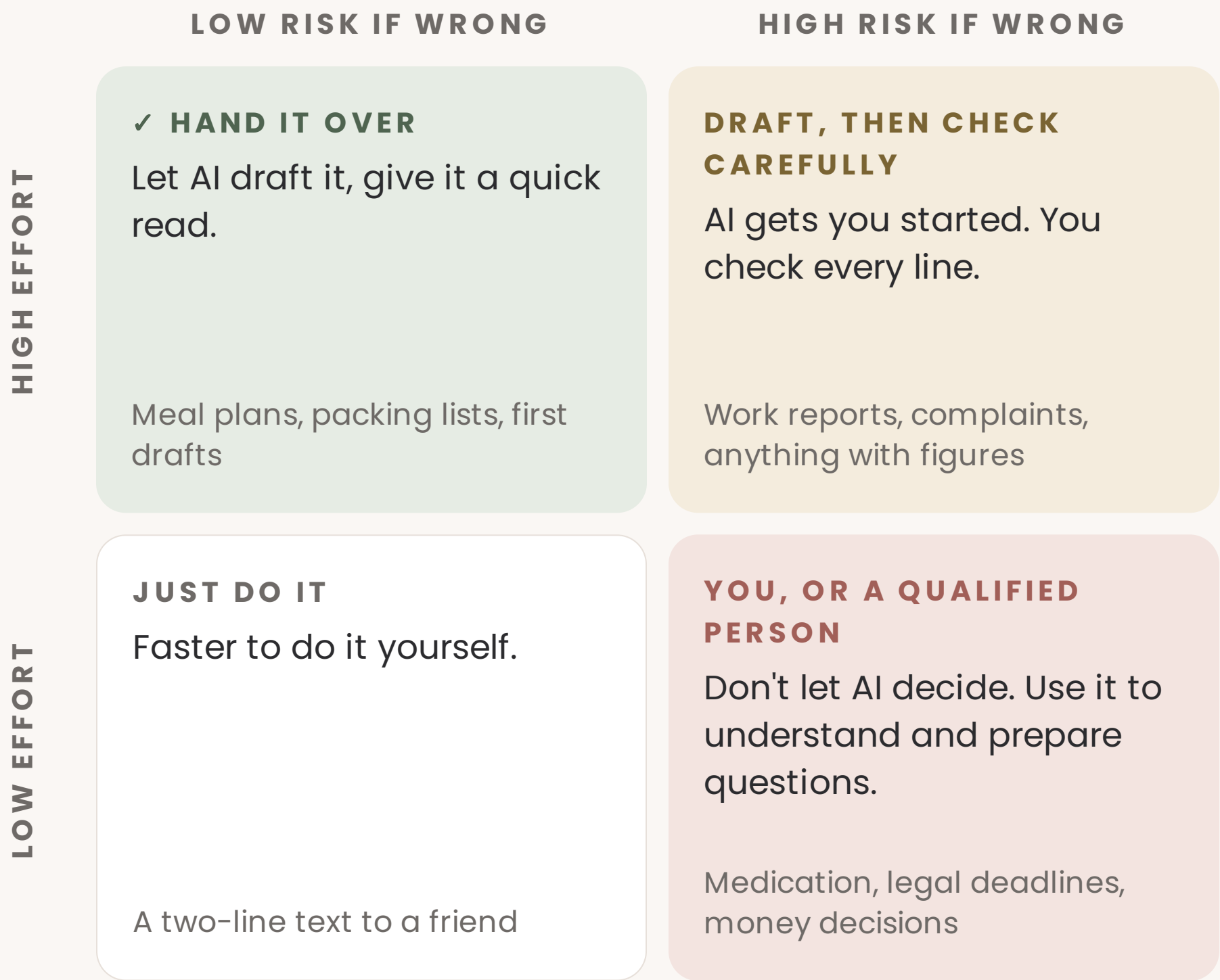
Long to read, or long to write.

Easy to check

You can spot a mistake quickly.

The hand-over grid

How much effort is it? How bad is it if it's wrong? If being wrong could hurt your health, money or legal position, it's high risk, however much effort it is.



Try the grid on your week

Expect most of your list to land in the top row. The “you, or a qualified person” box is usually small, but it matters most.

TRY THIS • 5 MIN

Write down ten small jobs from last week. Put each one in a box on the grid. You'll use this list in the exercise at the end.

CHECK YOURSELF

You want to challenge a parking fine. Which box?

Decide first. The answer is upside down.

Answer: Draft, then check carefully. AI can draft the appeal, but check the deadline and reference number yourself.

02

Replies without the blank-page stare

Paste in the email you've received, say what you want the reply to do, and let AI draft it.

COPY THIS PROMPT

"Here's an email I've received: [paste, with names removed]. Draft a reply that [agrees / says no politely / asks for more time]. Under [80] words, [warm / professional]. Ask me if you need more detail."

Task: draft a reply · Context: the email you received · Format: under 80 words, warm · Check: ask me if you need more detail.

Worked example: a reply to school

THE EMAIL

"The P4 farm trip is on Friday 13 November. Could you help on the day? Let me know by Wednesday. Thanks, Mrs Grant"

WHAT SHE TYPED

"Here's an email I've received: [pasted]. Draft a reply that says no politely, as I'm working that day, but offers to help at the Christmas fair instead. Under 60 words, warm."

AI'S DRAFT (SAMPLE)

"Hi Mrs Grant, thank you so much for thinking of me! Unfortunately I'm unable to help on Friday 13 November due to work commitments. However, I'd be delighted to assist at the Christmas fair..."

Two things she changed: cut "thank you so much" and "delighted" (not how she talks), and asked which stall at the fair needs help, so the offer is real.

Four message jobs AI is good at

SAY NO NICELY

“Help me decline this politely without over-explaining: [situation].”

FIX THE TONE

“Does this sound too blunt? Make it firm but friendly: [paste].”

DECODE A LONG THREAD

“Summarise this email chain. What's been decided, and what's being asked of me? [paste].”

THE CHASE-UP

“Write a polite follow-up to someone who hasn't replied in a week about [topic].”

Summaries can miss things. Skim the original for anything with your name or a date in it.

AI drafts. You send.

Always read it before it goes. Check the names, the dates, the tone, and that it sounds like you.

If it wouldn't come out of your mouth, change it.

CHECK YOURSELF

AI has drafted a reply to your child's teacher. It reads well. What do you do before you send it?

Decide first. The answer is upside down.

Answer: Read it through. Check the names, dates and details are right, and that it sounds like you.

03

From brain dump to plan

When your head's full, empty it. Type or say everything, in any order, then let AI sort it.

COPY THIS PROMPT

“Here's everything on my mind this week, in no order: [brain dump]. Sort it into must do this week, can wait, and can drop or delegate. Then give me a simple day-by-day plan. I have about [2] hours free each evening.”

Tip: tap the microphone to speak instead of type. Some apps also have a voice mode that talks back. Leave out children's names, addresses and anything private.

Everyday planning prompts

MEALS

“Plan 5 weeknight dinners for [2 adults, 2 children], under 30 minutes, [no fish]. Then one shopping list grouped by section (fruit and veg, dairy, cupboard).”

PACKING

“Packing list for [4 days in Edinburgh in October] with [a 6-year-old]. As a checklist.”

BIG TASK

“Break [clearing the garage] into steps I can each do in 20 minutes.”

BUSY WEEK

“Here's my calendar for the week (typed out, or a screenshot with names removed): [paste]. Where are the pinch points, and what should I move?”

When the plan doesn't fit

Plans only work if they fit your real life. Tell AI when it doesn't:

COPY THESE FOLLOW-UPS

“That's too much for Tuesday. Move two things.”

“I've only got 15 minutes a day. Cut it down.”

“I work shifts. Here's my rota: **[paste]**. Redo the plan around it.”

04

AI helps you think. You decide.

AI is a useful sounding board when you're stuck, especially for seeing a decision from angles you hadn't considered.

COPY THIS PROMPT

"I'm deciding whether to [option A] or [option B]. Here's my situation: [context]. Lay out the pros and cons of each in a table, then ask me 3 questions that would help me decide."

Notice the last line. It asks you questions. It doesn't decide for you.

Other ways to think it through

WHAT AM I MISSING?

“Here's my plan: **[plan]**. What could go wrong that I haven't thought of?”

PRACTISE THE CONVERSATION

“I need to ask my manager for **[flexible hours]**. Play my manager and push back realistically. One message at a time, and wait for my reply. At the end, give me feedback.”

PREPARE FOR A MEETING

“I'm meeting **[who]** about **[topic]**. What questions should I ask, and what might they ask me?”

For **health, legal or money decisions**, use AI to understand the options and prepare your questions. Then take them to a qualified person.

05

Snap it and ask

Most of the main AI tools let you add a photo or a file. Look for a **paperclip**, a **+** or a **camera** icon next to the message box.

Take a photo of a school letter, an appointment letter or a leaflet, and ask:

COPY THIS PROMPT

“Explain this in plain English. What do I need to do, and by when?”

BEFORE YOU SNAP IT

Cover or crop out names, addresses, account numbers and reference numbers.

Admin prompts

COMPLAINT

“Help me write a firm, polite complaint about [issue]. Here's what happened: [facts, dates]. I'd like [refund / repair / apology]. Under 200 words.”

FORMS

“I'm filling in a form that asks for [question]. What are they really asking, and what kind of answer do they expect?”

BILLS AND TERMS

“Explain what this section means in plain English: [paste].”

Check anything important with the company or an official source.

CHECK YOURSELF

You want AI to explain a letter from your bank.

What do you do first?

Decide first. The answer is upside down.

Answer: Remove or cover your name, address and account details, then ask. Check anything that matters with the bank directly.

06

The two-minute question

Before you start any small job this week, ask yourself one thing:

“Could AI give me a first draft of this?”

If yes, try it. If it's quicker to do it yourself, do it yourself. Both are fine. The habit is asking.

Keep what works

- 1 Add your best everyday prompts to your **prompt bank** from Module 02.
- 2 **Pin your AI app** to your phone's home screen, so it's as easy to open as your messages.
- 3 Keep **one chat, or one project, per ongoing thing** (like “Meal plans”), so it remembers what you've told it. Some apps also remember across chats: check what yours stores in its settings. If a chat gets muddled, ask it for a summary and paste that into a fresh one.

How people use it

Illustrative examples

Lorna · working mum

Does a Sunday brain dump by voice while walking the dog.
AI sorts it into a weekday plan around school pick-ups.

Fiona · office manager

Pastes a long supplier email thread (names removed) into
her company's approved tool (more on this in Module 06):
“What's been agreed, and what's still open?”

How people use it

Illustrative examples, continued

Mel · returning to education

Photographs a college enrolment form: “What does ‘evidence of prior learning’ mean, and what could I use?”

Gemma · carer for her dad

“Help me prepare questions for Dad's GP appointment. His concerns are [summary, no names]. Put the most important first.”

Your everyday prompt library

Fill in the [brackets].

01 · REPLY

“Here's an email: [paste, names removed]. Draft a reply that [goal]. Under [80] words, [tone]. Ask me if anything's unclear.”

02 · SAY NO

“Help me decline [request] politely, without over-explaining. Two sentences.”

03 · THREAD

“Summarise this email chain: what's decided, and what's being asked of me? [paste]”

04 · BRAIN DUMP

“Sort this into must do / can wait / drop or delegate, then give me a day-by-day plan. Ask me if anything's unclear: [dump]”

Your everyday prompt library

Save the ones you use to your prompt bank.

05 · MEALS

“Plan [5] dinners for [who], under [30] minutes, [dislikes]. Then one shopping list by section (fruit and veg, dairy, cupboard).”

06 · BREAK IT DOWN

“Break [task] into steps I can each do in [20] minutes.”

07 · DECIDE

“Pros and cons of [A] vs [B] for my situation: [context]. As a table. Then ask me 3 questions, and ask if anything's unclear.”

08 · DECODE

“Explain this in plain English. What do I need to do, and by when? [photo or paste, personal details removed]”

The small jobs audit

This turns the lessons into jobs off your plate this week.

- 1 List ten small jobs from the last week: messages, planning, admin, decisions.
- 2 Put each one on the hand-over grid.
- 3 Pick three from the **“hand it over”** or **“draft, then check”** boxes.
- 4 Do each one with AI this week, using a four-part prompt.
- 5 For each, note roughly how many minutes it took, and whether you'd use AI for it again.

Write it down

Job 1 · grid box · minutes · use AI again? Y / N

Job 2 · grid box · minutes · use AI again? Y / N

Job 3 · grid box · minutes · use AI again? Y / N

The prompt I'm adding to my bank

You're done when you've handed over three real jobs and saved at least one prompt.

TRY THIS • 10 MIN A DAY

The 5-day everyday challenge



DAY 1

Draft a reply to an email you've been putting off.



DAY 2

Brain dump your week and get a plan back.



DAY 3

Plan your meals and a shopping list.



DAY 4

Snap a letter or leaflet (details covered) and ask what you need to do.



DAY 5

Use AI to think through a decision, then ask it to question you.

Share what you handed over with **@theaiexecutiveedit**
#TheAIFemmeEdit

Key takeaways

- 1 Hand over jobs that are blank-page, repetitive or wordy, and easy to check.
- 2 Use the grid: effort versus risk.
- 3 AI drafts. You send.
- 4 Empty your head, then let AI sort it.
- 5 AI helps you think. You decide.
- 6 Cover personal details before you snap or paste.
- 7 The habit is one question: could AI give me a first draft?

Quick knowledge check

1. Which job is the best fit for “hand it over”?

- A) Choosing a pension fund
- B) A packing list for a family weekend away
- C) Replying to a two-line text

2. AI drafts a reply to a customer complaint. What next?

- A) Ask AI to make it firmer, then send it
- B) Send it, as long as the tone sounds right
- C) Read it, check the facts and tone, then send it yourself

3. You want AI to explain a letter about your council tax. What first?

- A) Cover your name, address and account number
- B) Upload it as it is, and ask AI to ignore the personal details
- C) Upload it, then delete the chat afterwards

Quick knowledge check

4. You're torn between two job offers. How should AI help?

- A) Tell you which one to take
- B) Work out which one pays better, and go with that
- C) Lay out pros and cons, and ask you questions that help you decide

5. The weekly plan AI gave you is unrealistic. What do you do?

- A) Follow it, and skip whatever doesn't fit
- B) Tell it what doesn't fit and ask it to redo the plan
- C) Start a brand-new chat and ask the same way again

6. You're writing a work report with sales figures. Which box on the grid?

- A) Hand it over
- B) Just do it
- C) Draft, then check carefully

Answers on the next page.

Answers

- B** **Q1.** It takes a while to write, a small mistake doesn't matter, and you can check it at a glance.
- C** **Q2.** AI drafts, you send.
- A** **Q3.** Cover personal details first.
- C** **Q4.** AI helps you think. You decide.
- B** **Q5.** Tell it what doesn't fit. Plans have to match real life.
- C** **Q6.** It takes effort, and wrong figures matter. Let AI draft, then check every number.

5 or 6 right? You're ready for Module 04.

Fewer? Q1 and Q6: Lesson 1 · Q2: Lesson 2 · Q3: Lesson 5 · Q4: Lesson 4 · Q5: Lesson 3.

Words you'll hear

Brain dump

Writing or saying everything on your mind, in any order.

Upload

Adding a photo or file to your chat for AI to read.

Voice mode

A spoken conversation with AI. To dictate a typed message instead, tap the microphone.

Summarise

Shortening something to the key points.

Draft

A first version for you to check and change.

Sounding board

Someone, or something, to think out loud with.

NEXT STEPS

You've started handing over the small stuff.

Keep asking the two-minute question.

NEXT · MODULE 04 · CREATING WITH AI

Make things with AI

Social posts, images, presentations and more.

[Get Module 04 free at theaiexecutiveedit.com](https://theaiexecutiveedit.com)

Follow **@theaiexecutiveedit** for a practical AI lesson every week.

WANT TO GO FURTHER?

The Full Edit, with everyday prompt packs, planners and step-by-step workflows, is available now at theaiexecutiveedit.com.
Already have it? Open your Module 03 kit next.

See you in Module 04.

Heather · The AI Executive Edit

