



# REINVENT MY WORK: AI PLANNER + PROMPT PACK

Use this Planner + Prompt Pack to match the right AI tool  
to the task that's draining you.

## Part 1 - Planner




# WELCOME TO THE REINVENTION ZONE

You've taken the first step – and that's a big deal. This planner was built for mid-career professionals like you who are navigating change, pressure, or uncertainty in a world that's shifting fast. You don't need to become a tech wizard – you just need to learn a few new moves that keep you sharp, seen, and in demand.

Over the next few pages, you'll find:

- Step-by-step mini tasks that build your AI confidence
- Prompt templates to help you do more with less effort
- Real-life workflows to help you work smarter, not harder

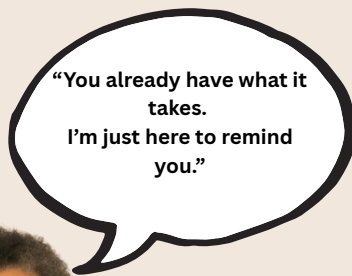


"Small steps add up. Use the prompts, see what sticks, and keep moving forward."

This isn't theory. It's practical. Quiet. Powerful. And designed with your current role – and future possibilities – in mind.

You don't have to figure it all out today.

Just start. One box at a time.



"You already have what it takes. I'm just here to remind you."



# WHAT YOU'LL NEED

*Tool Type	*Examples	*Best For
Built-in Work Tools	Microsoft Copilot, Google Workspace AI (Gemini), Zoom AI Companion	Safe to use at work; follows company security
Free AI Chat Tools	ChatGPT, Claude, Perplexity	Fast answers, writing help, idea generation
Browser Extensions	GrammarlyGO, Merlin, Compose AI	Smarter typing + emails right in your browser
Note & Workflow Tools	Notion AI, ClickUp AI, Canva Magic Write	Project planning, design help, personal systems

**Pro Tip:** If your company limits AI access, try these on your personal device to experiment safely after work hours.

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## TRY THIS FIRST – A QUICK CONFIDENCE WIN

To show you what's possible, let's start with one simple task you can try in any AI tool above:

**Prompt:**

“Can you help me write a short status update email about a project that's 75% complete but waiting on another team?”

**Example Output (from ChatGPT):**

“Hi team, Project Phoenix is 75% complete. We're currently waiting on the analytics team's final data report, expected by Friday. Once received, we'll move into the final QA and documentation steps. Thanks for your patience!”

**Feel how that took just 15 seconds instead of 15 minutes? Now imagine applying that same speed to reports, meeting prep, or job searches.**

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## YOUR PERSONAL SETUP CHECKLIST

- Choose the AI tool(s) you can access (work-approved or personal)
- Open one and try the sample prompt above
- Jot down how it felt – were you surprised? Empowered? Curious?
- Set a 15-minute calendar block tomorrow to try another one



# HOW TO USE THIS PLANNER

## Step 1: Meet Your Guides

Grace and Craig will show up throughout with callout quotes and reminders. Think of them as trusted colleagues.

## Step 2: Choose Your Flow

- Daily Spark ° Start your workday with a 5-minute AI prompt.
- Weekly Deep Dive ° Use one tool exercise at the beginning of the week.
- Project Focus ° Go straight to the relevant prompt set.

## Step 3: Reflect & Record

Leave space in the notes section after each tool to capture what worked and what didn't. The more you record, the faster you'll spot repeatable wins.

## Step 4: Iterate

Don't expect perfection on Day 1. Circle back every 2-3 weeks, flip through your notes, and update your go-to prompt list.

"Keep your favorite 3-5 prompts handy. Mastery comes from repetition, not variety overload."



## YOUR CORE TOOLS

These tools are designed to help you experiment with AI in ways that save time, spark ideas, and build confidence. Use this table to capture your favorite prompts and approaches.

Tool	Purpose	How I'll Use It
Idea Generator	Brainstorm faster	Ex: Project kickoff ideas
Clarity Builder	Simplify complex tasks	Ex: Summarize reports
Workflow Mapper	Organize steps clearly	Ex: Draft checklists

"Don't skip reflection. The gold isn't in the first draft, it's in the tweaks you make after using the tool."



# AI RELEVANCE TRACKER TABLE

Evaluate your current readiness to leverage AI tools in your career. Score each row from **1 (Not at all true)** to **5 (Very true)** based on your current experience or comfort level.

Category	Assessment Statement	Score (1-5)
<b>Awareness</b>	I understand how AI is being used in my industry and how it might impact my role..	
<b>Tool Familiarity</b>	I've heard of or used at least one AI tool (e.g., ChatGPT, Microsoft Copilot).	
<b>Confidence</b>	I feel confident experimenting with AI tools, even without being tech-savvy.	
<b>Use Case Clarity</b>	I can identify at least one specific way AI could help me work smarter or faster.	
<b>Initiative</b>	I've taken steps to explore, learn, or test out AI tools (videos, articles, trials).	

## HOW TO USE THIS TABLE

- Add your scores in the final column.
- Tally your total (maximum: 25 points).
- Use the scale below to reflect and route yourself to the right section of the planner.

Total Score	Interpretation
<b>5-10</b>	Getting Oriented: You're in the early discovery phase. Focus on foundational awareness.
<b>11-17</b>	Experimenter: You've dabbled and are ready to build use case clarity and skills.
<b>18-25</b>	On the Move: You're AI-aware and action-ready. Time to scale use and create real value.





# PUTTING IT ALL INTO PRACTICE

Here's where the planner becomes more than paper. Think of it as your personal AI lab—test ideas, note results, and keep refining.



"This isn't about doing it perfectly. It's about building momentum and courage."

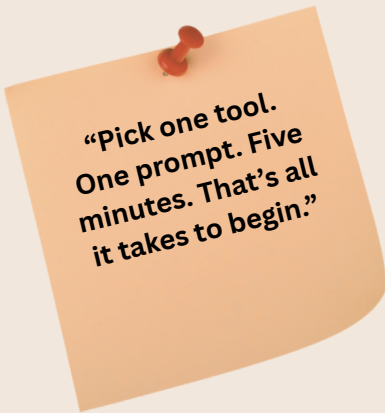


"The more you practice, the faster you'll see what works. Keep it simple, keep it moving."



## YOU'RE READY TO BEGIN

You've met your guides, seen the tools, and learned how to use this planner. Now it's time to put it all into action. Think of the next pages as your personal AI playground—safe space to experiment, reflect, and refine.



"Pick one tool. One prompt. Five minutes. That's all it takes to begin."



"The best time to begin was yesterday. The next best time is right now. Let's start."

**Turn the page to start working with your first AI-powered prompt set.**

# 5-DAY AI JUMPSTART CHALLENGE

This isn't about mastering AI in a week. It's about proving to yourself that you can use it in small, meaningful ways.

Each day, you'll complete one action that saves you time, clears mental space, or boosts your confidence at work.

Day	Action	Result
1	Ask AI to write a status update email	Save 15 mins today
2	Summarize a meeting transcript	Create clarity
3	Draft a to-do list based on role priorities	Boost productivity
4	Brainstorm 3 new initiatives	Look proactive in meetings
5	Rewrite your resume bullet points using AI	Feel prepared, not stuck











# YOUR REINVENTION TRACKER

Progress is easier to see when you log it. This section gives you space to capture your AI wins, track your mood and confidence, and reflect on growth week by week.



**AI WINS**



**WEEKLY PLANNER**



**MOOD TRACKER**



**REFLECTION**



# WEEKLY PLANNER – WEEK 1

No win is too small. Write it down.

Day	Priority + Prompt(s)	AI Assist → How I used it
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

# WEEKLY PLANNER – WEEK 2

No win is too small. Write it down.

Day	Priority + Prompt(s)	AI Assist → How I used it
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		





# YOUR AI RESOURCE LIBRARY

These resources extend what you've learned in this planner.

Explore the tools, tutorials, and guides to deepen your skills. Start with free versions whenever possible.

Tool	Link	Notes
Microsoft Copilot	<a href="https://www.microsoft.com/en-us/microsoft-365-copilot/chat">https://www.microsoft.com/en-us/microsoft-365-copilot/chat</a>	Integrated into MS Office
Google Gemini	<a href="https://gemini.google.com">https://gemini.google.com</a>	Workspace & personal use
Claude	<a href="https://claude.ai/">https://claude.ai/</a>	Long-form reasoning
Perplexity	<a href="https://www.perplexity.ai">https://www.perplexity.ai</a>	Research & fact-checking
GrammarlyGO	<a href="https://www.grammarly.com/ai">https://www.grammarly.com/ai</a>	Smart writing assistant
Notion AI	<a href="https://www.notion.so/product/ai">https://www.notion.so/product/ai</a>	Notes + workflows
Canva Magic Write	<a href="https://www.canva.com/magic-write">https://www.canva.com/magic-write</a>	Quick design + content

## YouTube Tutorials

- Beginner's Guide to ChatGPT – [\[YouTube Link\]](#)
- Microsoft Copilot Tips and Tricks to Boost Your Productivity – [\[YouTube Link\]](#)
- Automate Workflows with AI Tools – [\[YouTube Link\]](#)

## Recommended Articles & Guides

- [Future of Work with AI](#)
- [Building a Career in AI: A Practical Guide for Aspiring Professionals: Mastering Skills, Tools and Careers in Artificial Intelligence](#)

**These resources are optional – the real progress comes from experimenting with the prompts and tracking your growth in this planner.**

**Use these links when you want to go deeper or need extra support.**