

Take Back Your Time

You do not need more tools to start saving time. Start by using the Google tools already sitting in front of you - with more intention, better prompts, and a simple review process.

QUICK-START CHECKLIST

Find Your Biggest Time Leak

Check the places where time is quietly disappearing. Identifying your single biggest drain is the first step to reclaiming your day.

Common Time Leaks

- I rewrite the same emails again and again.
- I lose time searching for files, notes, or links.
- I jump between Gmail, Drive, Calendar, Docs, and Sheets all day.
- I start content from scratch too often.
- I forget follow-ups or delay them because I am busy.

More Hidden Drains

- I have customer questions that come up over and over.
- I have notes and ideas scattered in too many places.
- I have tools, but no clear workflow.
- I want to use AI, but I do not know where to start.
- I worry AI will make my business sound generic.

My biggest time leak right now is:

Use the Take Back Your Time Framework

Before using AI, follow this simple three-step flow. Every task - no matter how big or small - runs through Prepare, Execute, and Review.



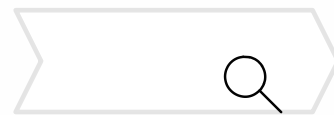
Prepare

Give AI the right source material, context, audience, goal, and voice before you begin.



Execute

Use AI to draft, organize, summarize, search, or structure the work efficiently.



Review

Check accuracy, tone, privacy, and next steps before anything goes out.

Framework Checklist

- I gathered the right source material.
- I gave AI the audience and goal.
- I told AI what tone to use.
- I told AI what to avoid.
- I reviewed the output before using it.

Map the Google Tools You Already Have

You likely have more AI-ready tools than you realize. Check what you already use or have access to - then choose one to use better this week.

Communication

- Gmail
- Google Meet
- Google Calendar

Documents & Data

- Google Docs
- Google Sheets
- Google Slides
- Google Forms

Storage & Search

- Google Drive
- Google Business Profile
- YouTube

AI-Powered Tools

- NotebookLM
- Gemini
- Google Vids
- Google Workspace

✓ The one tool I want to use better this week is:



Give AI the Job, Not Just the Topic

A weak prompt leaves AI guessing. A strong prompt gives the task, audience, context, voice, format, and guardrails - and gets you a result you can actually use.

Weak Prompt

"Write an email about my event."

No audience. No goal. No tone. No context. The output will be generic and require heavy rewriting.

Strong Prompt Builder ✓

Use this quick framework to build every prompt:

- **I want AI to help me:**

- **This is for:**

- **The goal is:**

- **The tone should be:**

- **The format should be:**

- **Do not include:**

Build Your Brand DNA with NotebookLM

Most business owners waste time trying to sound consistent. A Brand DNA notebook gives AI better source material so your emails, posts, website copy, and customer responses start closer to your real voice - every single time.



Website & Positioning

- Website copy
- About page
- Mission, values, or positioning notes
- Brand guidelines



Services & Products

- Service descriptions
- Product or service pages
- Sales notes
- Customer FAQs



Voice & Social Proof

- Best emails
- Strong social posts
- Testimonials

My first Brand DNA source will be:

Use One Prompt This Week

Choose one prompt to test this week. Each of these is designed to save real time on real tasks - pick the one that matches your biggest need right now.



Save Time

"Help me turn this messy information into a simple action plan."



Summarize

"Summarize this in plain language and highlight the decisions, action items, and next steps."



Draft

"Draft this in a warm, clear, professional tone. Keep it practical and easy to understand."



Repurpose

"Turn this into an email, a social post, a short video idea, and an FAQ answer."



Simplify

"Rewrite this so a busy small business owner can understand it quickly."



Review

"Review this for clarity, accuracy, tone, and missing information."



The prompt I will test first is: _____

Review Before You Release

AI can help you move faster. **Human review protects trust.** Before sending, posting, publishing, or sharing anything AI helped create, run through this checklist.

Quality & Accuracy

- Is the information accurate?
- Is anything exaggerated?
- Is anything too generic?
- Is the customer context correct?
- Is the next step clear?

Trust & Voice

- Does it sound like me or my business?
- Is private information protected?
- Is the tone appropriate for the situation?
- Does this need a human response instead?
- Would I feel good if the customer saw how this was created?

Choose Your One-Workflow Commitment

You do not need to overhaul everything at once. Pick one area, one tool, and one clear review step - then build from there.



Choose Your Area

I am going to use Google AI to take back time in this one area:



Pick Your Tool

The tool I will start with is:



Gather Source Material

The source material I need is:



Define Your Review Step

The human review step will be:



Define Success

I will know this is working when:

Start Small

One workflow.

One prompt.

One saved search.

That is how you begin taking back your time without adding more tools.

One Workflow

Pick the single task that drains you most and automate just that one thing first.

One Prompt

Test one strong, specific prompt this week and refine it until it works for your voice.

One Brand DNA Notebook

Build your NotebookLM source library so every AI output starts closer to your real voice.

Want the complete workbook? The full **Take Back Your Time Prompt Library + Workbook** is included as an extra attendee bonus inside the **Reclaim Your Time Digital Challenge**. It gives you the deeper prompt library, Brand DNA setup pages, Gmail and Drive search shortcuts, and a 5-day plan to keep building from here.