

Reclaim Your Time: Use Google Gemini to Tackle Daily Tasks

Presenter

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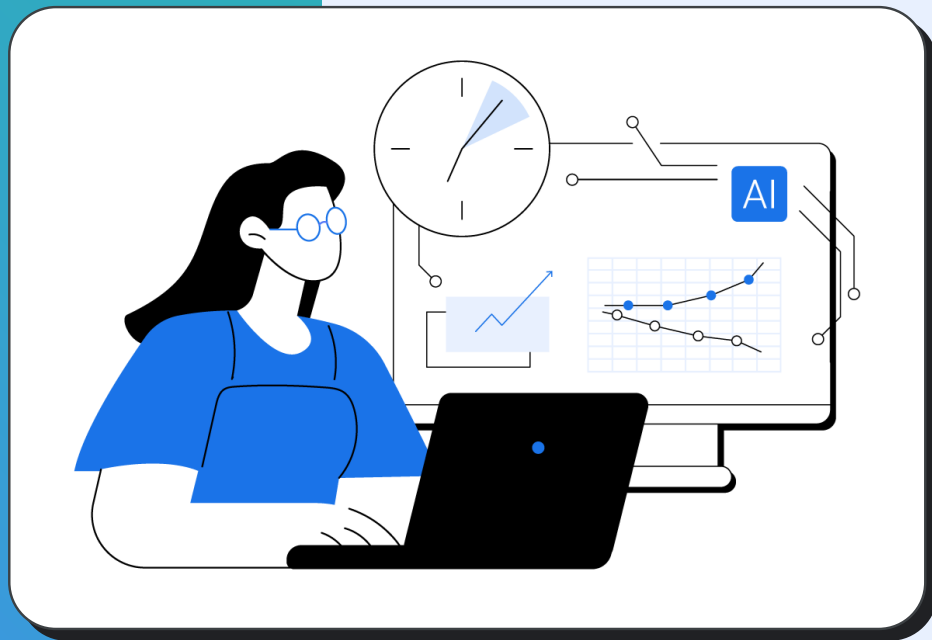
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Founder & CEO, Smart Brand System

Chief AI Officer (CAIO)



AI fluent workers
report a median
weekly savings of
8 hours
due to AI tools.



Nonprofits do not need AI to replace people.

They need AI to help their people spend less time stuck in busywork and more time serving the mission.



Agenda

- Introduction
- Practical Use Cases
 1. Brainstorming & Planning
 2. Content Creation
 3. Data Analysis
- Recap & resources

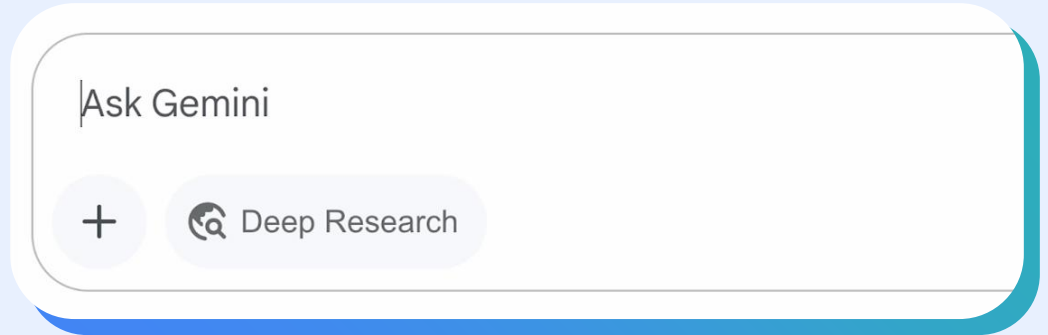


Introduction



Prompting

Giving specific instructions to an AI tool so it can achieve what you want it to do



persona > task > format > context

You're a [persona].

persona > **task** > format > context

You're a [persona].

Help me with [task].

persona > task > **format** > context

You're a [persona].

Help me with [task].

The output should be [format].

persona > task > format > **context**

You're a [persona].

Help me with [task].

The output should be [format].

You should know that [context].

Evaluate your output

- Confirm it meets your goals
- Verify its accuracy
- Assess its usefulness
- Use a human in the loop approach

Iterate for a better result

- Add more details to your persona, task, format, or context
- Break up the prompt into several shorter ones
- Switch to a similar but different task
- Add constraints or limitations for your output

Prompt chaining

Prompt 1

I run a small local nonprofit in West Texas called Hope Valley Community Care. We help families with food, warm winter coats, and school supplies. Give me 5 simple community outreach ideas for October that cost under \$100 and could help more local families participate.

Prompt 2

Which of these ideas would be easiest for a small nonprofit team to organize with limited volunteers, limited time, and a small budget?

Prompt 3

For the best idea, create a simple one-week action plan with the volunteer roles, supplies needed, promotion steps, and one message we can send to invite the community.



Built for multimodality

text

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images



video



code



audio



Ask Gemini

Add files



Don't forget

- Be the human in the loop
- Evaluate your output
- Iterate for better results
- The 3 C's: concise, clear, consistent
- “ACT” responsibly

What We'll Demo Today

01

Brainstorm outreach ideas

02

Draft a volunteer email

03

Track donors in Sheets

04

Turn data into a presentation

05

Build a donation tool



Demo Story

Today we are using a fictional nonprofit:

Hope Valley Community Care

They help local families with food, warm winter coats, and school supplies.

Their challenge is simple:

More needs.

Limited time.

A small team.

Lots of moving pieces.



Brainstorming & Planning

Demo 1: Brainstorming with Gemini

What is happening:

Your nonprofit needs new ideas for an October food and coat drive.

Goal:

Get simple, low-cost ideas that people in the community would actually want to support.



Demo 1 Prompt

I run a small local nonprofit in West Texas called Hope Valley Community Care. We help families with food, warm winter coats, and school supplies.

Give me 5 fun and easy community event ideas for October that cost under \$100 to set up and will get local families excited to participate.



What This Saves

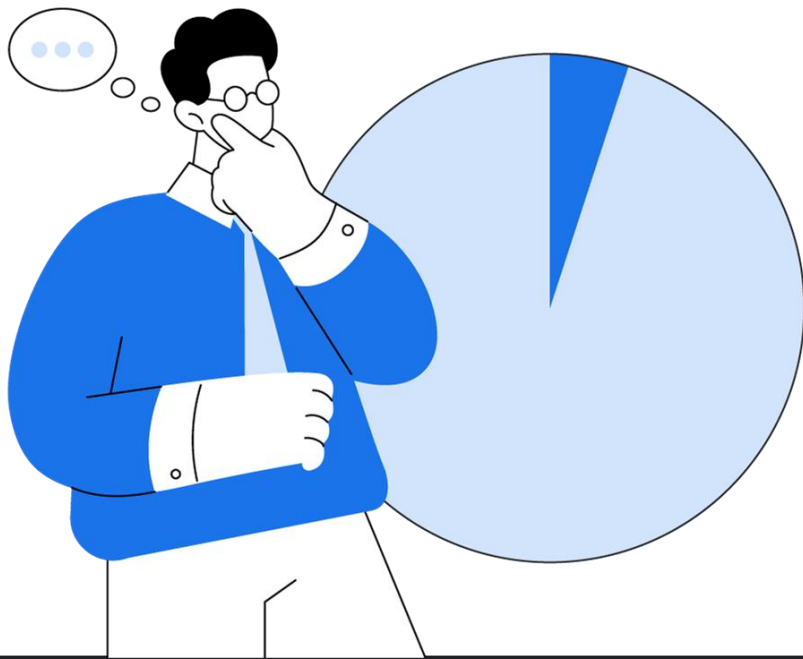
→ Start planning faster.

→ Get new ideas.

→ Create a first draft.



Generate ideas with AI



Weighing the options

Idea	Cost	Benefit
“Friend-raising” luncheon	High	High
Fill-a-Bag	Low	High
Mystery Capsule	Low	Low

From idea to strategy

Prompt: “Here is my plan. What dependencies or risks am I missing?”

✓ Permits

✓ Promotion

✓ Staffing

✓ ...?



From strategy to plan

Prompt: “Update the project timeline to include these milestones...”

Checklist

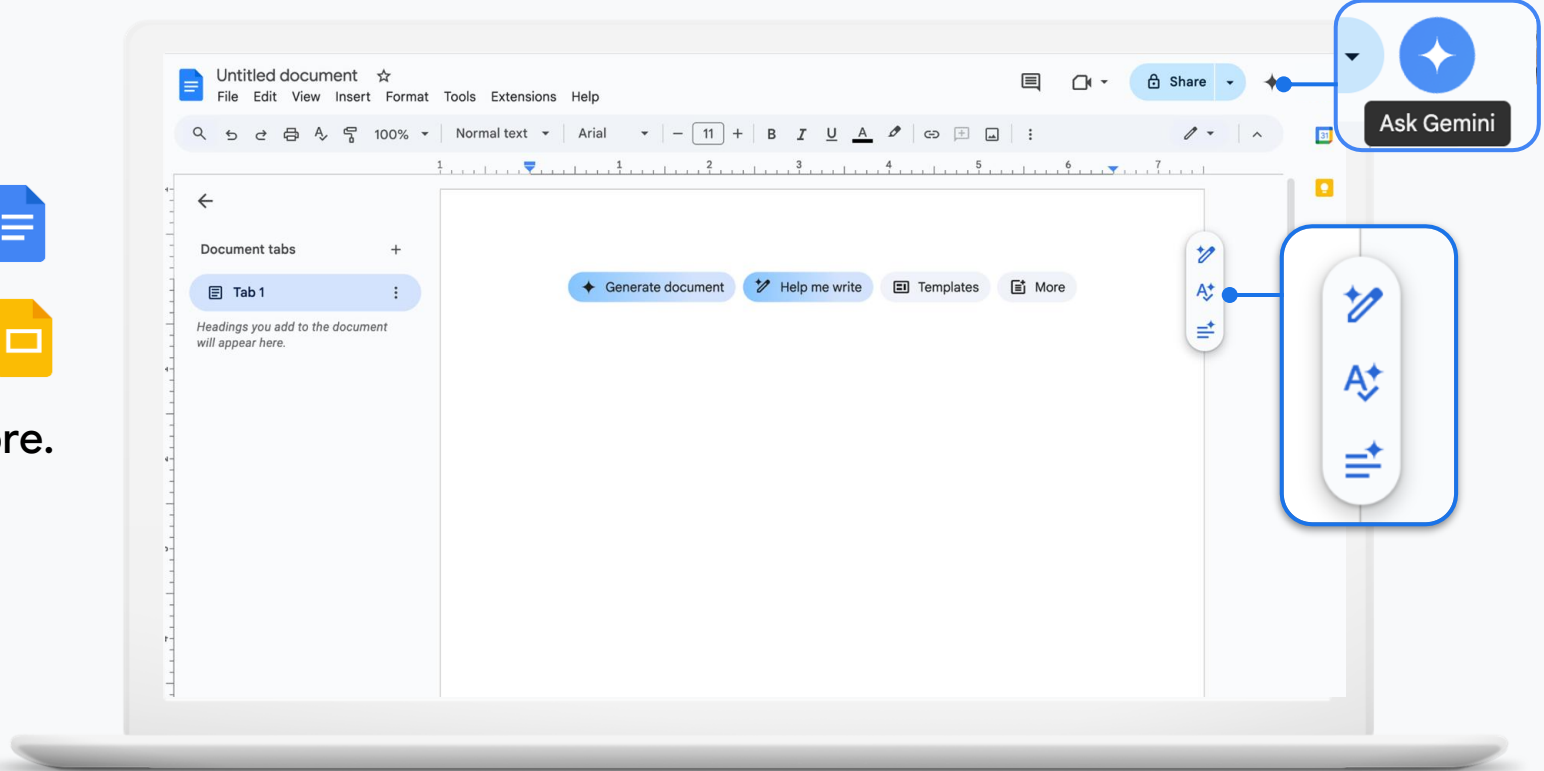
- ✓ Action item 1
- ✓ Action item 2
- ✓ ...?



Google Workspace with Gemini



and more.



Demo 2: Help Me Write in Google Docs

What is happening:

Your meeting notes are messy, but volunteers need clear instructions.

Goal:

Turn rough notes into a warm, useful volunteer email.



Demo 2 Prompt

Take these rough meeting notes:

Sarah at front table. Carlos packing food boxes with 8 helpers. Linda sorting coats by size. Baker donated muffins. Clean up at 1pm.

Turn this into a warm, friendly email inviting our volunteers to sign up for specific jobs for Saturday, October 17.



What This Saves

Volunteer emails.

Board updates.

Donor thank-you drafts.

Community announcements.

Demo 3: Smarter Tracking in Google Sheets

What is happening:

You have a donor list, and you need help understanding the information.

Goal:

Ask Sheets for help with a simple formula and donor follow-up ideas.



Demo 3 Prompt

Look at our donor list.

Write a simple formula that adds up all donations given to the Spring Food Drive.

Also, give me 3 quick tips for how a small nonprofit can politely thank donors who gave more than \$250.



What This Saves

Add totals.

Spot donor groups.

Create thank-you ideas.

Find follow-up opportunities.



Demo 4: Storytelling in Google Slides

What is happening:

You have impact numbers, but you need to turn them into a simple presentation.

Goal:

Create a clear community update that helps people understand the mission and next step.



Demo 4 Prompt

Create a 4-slide outline for our annual community update.

Slide 1: Welcome and mission. Slide 2: How many families we served this year, over 1,200. Slide 3: Where the money goes, 85% to food and coats. Slide 4: Ways local businesses can partner with us this fall.



What This Saves

Board updates.

Donor meetings.

Grant support.

Community events.



Demo 5: Gemini Canvas Mini-App

What is happening:

You want people to see how their donation helps.

Goal:

Create a simple interactive donation impact tool.



Demo 5 Prompt

Build an interactive single-page web app in Canvas for a local nonprofit.

It should have an interactive donation slider from \$10 to \$1,000.

When someone moves the slider, show them in real time:

1. How much goes directly to meals and coats, 85%
2. How many warm winter meals that buys, \$5 equals 1 meal
3. How much goes to volunteer supplies, 15%

Make it clean, colorful, and super easy to use.



What This Shows Donors

A donor does not only want to know what they gave.

They want to know what their gift made possible.

AI can help you turn numbers into a clearer story of impact.



Google Workspace for Nonprofits

Eligible nonprofits can use Google Workspace for Nonprofits to help teams work together with tools like Gmail, Drive, Docs, Sheets, Slides, Forms, Sites, Keep, Meet, Gemini app, and Gemini Notebook.



What Nonprofits Can Use It For

Professional email addresses.

Shared files.

Volunteer coordination.

Donor tracking.

Grant drafts.

Simple AI support inside daily work.



The Human In Charge Rule

AI can draft, organize, summarize, and suggest.

Accuracy.

Privacy.

Tone.

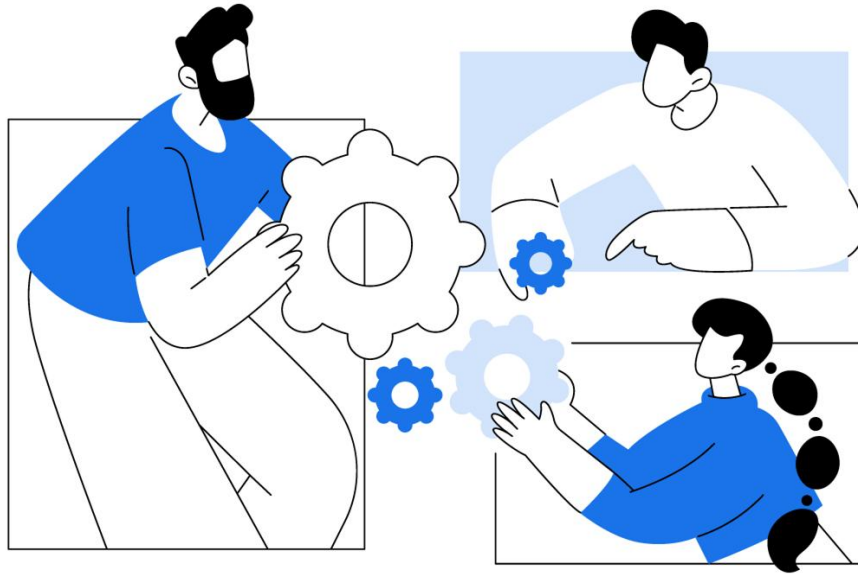
Final decisions.

AI helps with the work. People carry the mission. People carry the responsibility.



Content creation

Create marketing assets



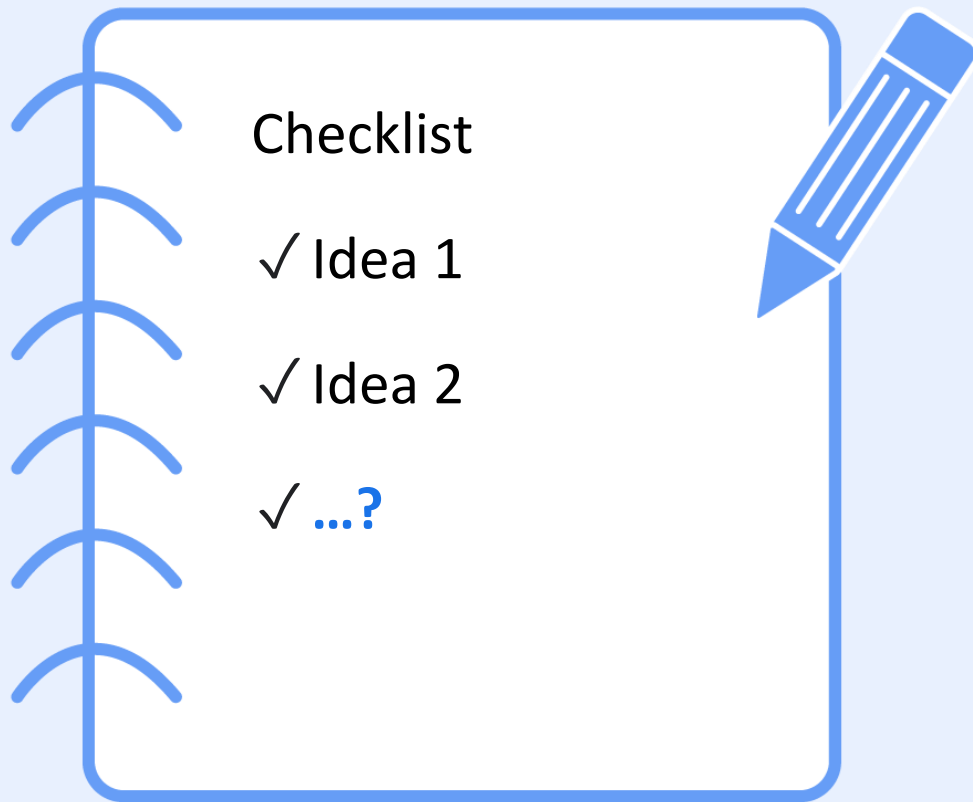
Rough sketch to finished flyer

Prompt: “I’ve attached a sketch. Extract details like dates and rules...”



Get feedback

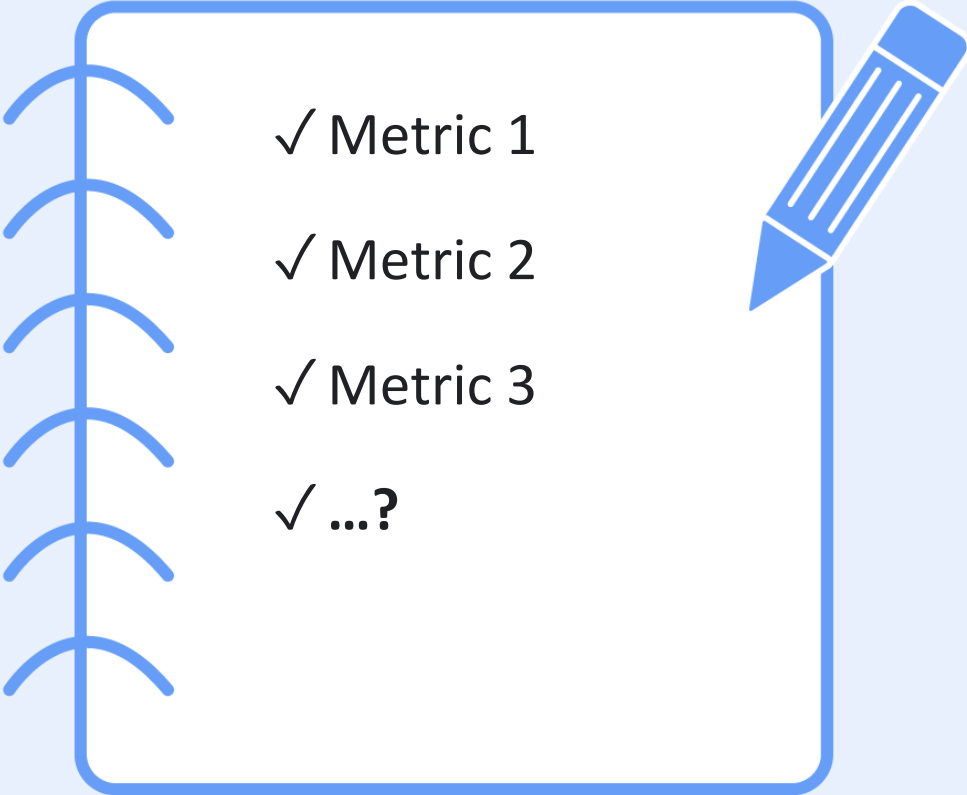
Prompt: “Review this event flyer and suggest improvements.”



Data Analysis

What's important

Prompt: “What are the top five metrics I should focus on?”



✓ Metric 1

✓ Metric 2

✓ Metric 3

✓ ...?

Recap & resources

Give Gemini a Try

I need to [task you've been putting off] but don't know where to start. Act as a [persona] and give me 3 ideas for getting started.

Simple Next Step

Pick one place where your nonprofit loses time.

→ **Volunteer emails.**

→ **Donor thank-yous.**

→ **Event planning.**

→ **Grant drafts.**

Start there.



A Successful Workflow

You do not need to use every AI tool at once.

01

Start with one task.

02

Use one prompt.

03

Create one useful result.

04

Review it carefully.

05

Then repeat.



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Small Group Deep Dive:
4 Available Spots



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