

Reclaim Your Time: Use Google Gemini to Tackle Daily Tasks

AI fluent workers report a median weekly savings of

8 hours

due to AI tools

The Prompting Framework

A prompt is a set of instructions you give to Gemini and other AI tools. To get the best results, use this four-part structure:

1. **Persona:** Who should Gemini act as? (e.g., "You're a marketing expert.")
2. **Task:** What do you want Gemini to do? (e.g., "Help me write a professional email.")
3. **Format:** How should the output look? (e.g., "The output should be a bulleted list.")
4. **Context:** What specific details should Gemini know? (e.g., "You should know that I am writing to a potential donor for a local food bank.")

Best Practices

1. **Be the Human in the Loop:** Always evaluate the output. Confirm it meets your goals, verify its accuracy, and assess its usefulness.
2. **Iterate for Success:** If the first result isn't perfect, add more detail, break the task into smaller steps, or add specific constraints.
3. **Keep it Clear:** Use specific instructions to get the most relevant response.



Gemini

gemini.google.com

This standalone, conversational GenAI tool is fine-tuned to be especially capable at things like understanding, summarizing, reasoning, coding, and planning.

Putting AI to Work: Practical Ways to Save Time

1. Brainstorming & Planning

Example Prompt: "You're a business advisor. Help me brainstorm 5 ideas for a summer promotion for my bookstore. The output should be a table with the idea name and a brief description. You should know that my target audience is parents of elementary school children."

1. Content Creation

Example Prompt: "You're a social media manager. Help me write three engaging LinkedIn posts. The output should include emojis and relevant hashtags. You should know that the posts are about a new job opening for a project manager at my nonprofit."

1. Data Analysis

Example Prompt: "You're a data analyst. Help me identify the three most important trends from a list of customer feedback. The output should be a summary paragraph. You should know that I want to focus specifically on feedback regarding our website's ease of use."

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