

YOUR FREE GUIDE

HOW TO USE AI (CHATGPT)
TO PLAN YOUR WEEK +
UPLOAD IT TO GOOGLE
CALENDAR



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Step 1 — Write Your Non-Negotiables

These are the things that must happen at a specific time—things like family routines, scheduled meetings, appointments, or daily rhythms that don't move.

Examples:

- Homeschooling or school drop-off
- Client calls or Zoom meetings
- Focused work blocks
- Church, sports, or therapy sessions

Now it's your turn! Write down your weekly non-negotiables:



Step 2 — List Your Flexible Tasks

These are tasks that need to get done this week, but the exact day or time can shift depending on your energy or flow.

Examples:

- Catching up on emails or messages
- Grocery shopping or errands
- Prepping content for social media
- Cleaning, organizing, or household tasks
- Business admin work (invoicing, planning, digital cleanup)

List your flexible tasks here:



Step 3 — Ask ChatGPT to Build Your Week

Open ChatGPT and use this prompt to create your personalized schedule.

Let ChatGPT build out a week that makes sense for your rhythm, not some ideal version of productivity. You can always tweak it after.

Use this prompt:

“Here’s what I need to get done this week. Use my usual routine to create a realistic weekly schedule. Make sure to keep my fixed time blocks in place and fill in the rest based on what makes the most sense. Keep like tasks together.”



Step 4 — Review & Tweak Your Draft

Take a minute to review what ChatGPT gave you.

Ask yourself:

- ✓ Does this feel doable?
- ✓ Do I have breathing room?
- ✓ Am I trying to do too much in one day?
- ✓ Do I actually want to follow this plan?

Give ChatGPT feedback and tweak the schedule until it feels aligned.

This is also how you train your assistant to get better each time!



Step 5 — Ask for a CSV File

Once your schedule looks good, ask ChatGPT to turn it into a file you can upload to Google Calendar.

⚠ Be specific! If you leave out one of those fields, your calendar may look confusing or incomplete.

Use this prompt:

“Create a CSV file for this weekly schedule with a start date, end date, start time, end time, and title for each event. Format it for Google Calendar import.”

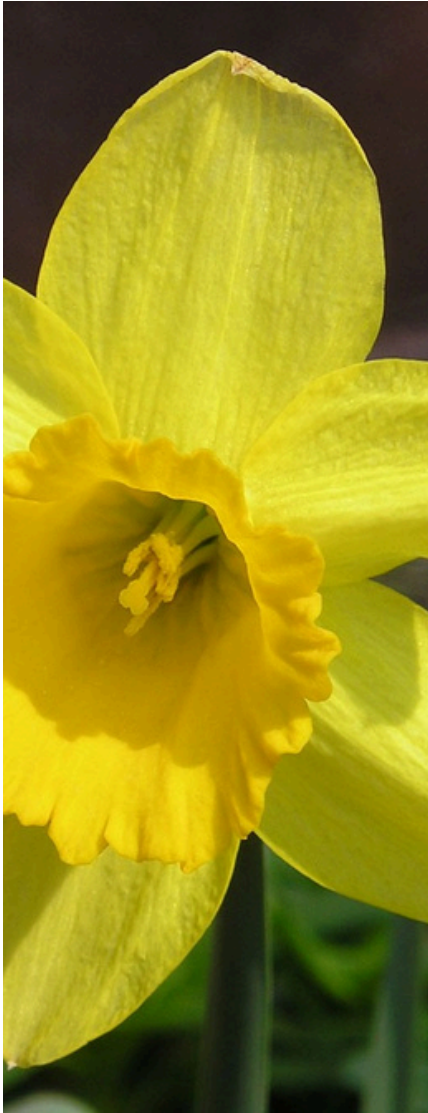


Step 6 — Upload to Google Calendar

Here's how to upload your new weekly schedule into Google Calendar:

1. Open Google Calendar.
2. Click the settings gear (top right corner).
3. Select Import from the menu on the left.
4. Choose the CSV file ChatGPT made for you.
5. Assign it to the correct calendar.
6. Click Import, then refresh the page.

🎉 And just like that—your entire week is mapped out and ready to go.



Want Help Setting Up Your Assistant?

I offer 1-on-1 AI Assistant Training where I help you build a fully personalized assistant that knows your values, your rhythms, your business tasks—and how to support your brain.

You'll walk away with an AI assistant that thinks like you and helps you run your life with more clarity and less chaos.

👉 Learn more at:

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