

YourAIPlaybook

Weekly AI Workflow Planner

Plan and track where AI fits into your real work week. Print it, fill it in, and build better habits.

[Free Template](#)

youraiplaybook.io

How to Use This Planner

This planner helps you build AI into your work routine, one week at a time. Instead of trying to transform everything overnight, you track what works and let your AI workflow grow naturally.

Each week, identify tasks where AI can help. Track what you tried, what worked, and how much time you saved. Over time, you'll build a personal AI workflow that fits your role, not someone else's idea of what AI should do for you.

Print a fresh copy each week. After a few weeks, you'll start to see patterns: the tasks where AI consistently saves you time, the tools that work best, and the workflows worth keeping.

Start small. Pick just 2-3 tasks per week. It's better to build consistent habits than try to AI-ify everything at once.

Weekly Planning Template

Week of: _____

Monday

Task: _____

AI Tool Used: _____

Time Without AI: _____ min Time With AI: _____ min

Worked Well? Yes / No (circle)

Notes: _____

Tuesday

Task: _____

AI Tool Used: _____

Time Without AI: _____ min Time With AI: _____ min

Worked Well? Yes / No (circle)

Notes: _____

Wednesday

Task: _____

AI Tool Used: _____

Time Without AI: _____ min **Time With AI:** _____ min

Worked Well? Yes / No (circle)

Notes: _____

Weekly Planning Template (continued)

Thursday

Task: _____

AI Tool Used: _____

Time Without AI: _____ min Time With AI: _____ min

Worked Well? Yes / No (circle)

Notes: _____

Friday

Task: _____

AI Tool Used: _____

Time Without AI: _____ min Time With AI: _____ min

Worked Well? Yes / No (circle)

Notes: _____

Weekly Review

At the end of each week, take five minutes to reflect. This is where the real learning happens.

Total time saved this week: _____ minutes

Best AI win: _____

What didn't work: _____

Next week I'll try: _____

My Top AI Tasks

As you use this planner over multiple weeks, a pattern will emerge. Write down the recurring tasks where AI consistently saves you time. These become your core AI workflow.

1. _____
2. _____
3. _____
4. _____
5. _____

AI Task Ideas

Not sure where to start? Here are proven use cases organized by category. Pick one or two each week to experiment with.

Email & Communication

- Draft responses to complex emails
- Summarize long email threads
- Prepare meeting agendas
- Write professional follow-ups

Research & Analysis

- Summarize articles and reports
- Compare options side by side
- Pull key data points from documents
- Get up to speed on unfamiliar topics

Writing & Content

- Create strong first drafts
- Edit for tone and clarity
- Reformat for different audiences
- Generate outlines and structures

Planning & Organization

- Build weekly plans and schedules
- Create project outlines
- Prioritize competing tasks
- Break big goals into action steps

Presentations & Reports

- Write executive summaries from raw data
- Generate talking points for presentations
- Create slide outlines with key messages
- Turn meeting notes into polished reports

Track your experiments. Every task you try with AI teaches you something, even the ones that don't work. The goal is finding the 5-10 tasks where AI reliably saves you time in your specific role.

Track your AI wins. Build your workflow.

Print a new planner each week. In a month, you'll have a clear picture of where AI fits into your work and exactly how much time it saves you.

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