KENDRA CORMAN

Harnessing AI: Empower & Elevate

How to Decide What to Automate:

- Do you spend more than 4 hours a month on this task?
- Can you define and document the steps clearly?
- Can the task be automated with minimal human oversight?

AI Tools for Productivity: (please note that some links are affiliate links)

- Best Overall: ChatGPT – https://chat.openai.com
- Best Writer: Claude.ai – https://claude.ai
- Best Email Organizer: SaneBox – https://www.kendracorman.com/sanebox
- Best to Show Processes: ScribeHow – https://www.scribehow.com
- Best Design Software: Canva – https://www.canva.com
- Best Research and How To System: Perplexity–https://www.kendracorman.com/perplexity
- Best for Podcasting/Video Creation: Riverside.fm
- Best for Workflow Automation: Make.com
- Best for Presentation Creation: Gamma.app
- Best for Meeting Notes: Fathom.video

Your Action Plan for Integrating AI:

Identify Repetitive Tasks: Find tasks like data entry, customer communication, and email sorting where AI can assist.

Choose AI Tools: Select AI tools that match your needs for content creation, graphic design, or project management.

Get Started: Most AI tools are easy to use and require no coding skills, making them accessible to anyone looking to boost productivity.

Kendra's 'How I Did It with AI' YouTube Playlist:

Download Kendra's AI Content Creation Playbook:

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Next Steps

Week 1: Get Comfortable

1. **Create Accounts** - Sign up for a free AI tool (see links on front side).

2. **Simple Practice** - Ask AI a basic question you already know the answer to (e.g., "Explain the benefits of regular exercise").

3. **First Draft -** Use AI to draft a short note or message (e.g., an email to a colleague). Then edit it to match your style.

Week 2: Personal Productivity

1. **Summaries & Lists -** Ask AI to summarize a long article, report, or meeting notes.

2. **Organize & Plan -** Have AI create a weekly schedule, a to-do list, or a meal plan.

3. **Templates -** Generate a basic template (e.g., a personal budget sheet or a checklist for an upcoming project).

Week 3: Work Applications

1. **Draft & Review -** Use AI for creating or polishing professional documents, memos, or proposals.

2. **Meeting Helpers -** Ask AI to suggest a meeting agenda or a follow-up summary for routine catch-ups.

3. **Problem-Solving -** Pose a workplace challenge (e.g., "What are ways to improve team communication?") and evaluate AI's suggestions.

Week 4: Creative Exploration

1. **What-If Scenarios -** Explore hypothetical projects or scenarios (e.g., "What if we switched to a 4-day workweek?").

2. **Research & Insights -** Request a quick competitive analysis, market overview, or best practices in your field.

3. **Extended Collaboration** Integrate AI into larger projects (e.g., drafting a strategic plan, writing standard operating procedures).

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Kendra's Favorite Prompts:

To Establish Your voice.

You're an AI system that has been trained to analyze the text below for style, voice and tone then create a voice paragraph. The voice paragraph you write is designed to prompt a future AI system to write in that same style, voice and tone. It should NOT be specific to the actual content, company or industry and should instead focus on the style of writing. Here is the input text to write your voice description based on:

Example 1:

NOTE: ADD EXAMPLES THAT ARE ALL THE SAME. INSTAGRAM, LINKEDIN, ONE BLOG POST, ETC. DO NOT MIX POST TYPES FOR THIS INFORMATION. THEN SAVE EACH ONE FOR THE TYPE OF CONTENT IT IS FOR. YOU ONLY NEED ONE BLOG POST, BUT PROBABLY 3-5 SOCIAL POSTS FOR IT TO GET THE FEEL.

General Prompt Structure

You are acting as a <ROLE> for an organization focused on <HIGHLIGHT SERVICES OR INFORMATION HERE> and targeting <INFORMATION ABOUT THE TARGET AUDIENCE>. Draft <NUMBER OF> <TYPE OF THING BLOG POST, LINKEDIN POST, ETC.> about <TOPIC.> <INSERT VOICE PARAGRAPH>

To shorten up the wordiness of your output add the following to your prompt:

Limit prose

When you first generate a draft and find it too formal or too casual, explicitly describe how you want to adjust the tone. For example:

"On a scale of 1–10, where 1 is extremely casual and 10 is highly professional, the current text is about a 10. Could you please give me a 6?"

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