

# 5

## AI Wins You Can Action This Week

Practical prompts and tactics for busy  
executives and business owners

**2 Hrs**

To practical AI skills

**27%**

Productivity boost

**5 Wins**

Actionable this week

Works with ChatGPT | Claude | Gemini | Local Models

# Why This Guide?

You don't need a data science degree or a six-figure tech budget to start using AI effectively. You just need the right starting point.

These five wins are drawn from real workshops with executives and business owners. Each one can be done in under 30 minutes, using free AI tools you already have access to. No jargon. No fluff. Just results.

## 1 Reclaim Your Monday Morning

**TIME SAVED: 2-3 HOURS PER WEEK**

Most executives start Monday buried in email. Before you've had your coffee, you're triaging dozens of messages, separating the urgent from the noise. AI can do this triage for you in seconds.

### TRY THIS NOW

Copy your unread emails into ChatGPT or Claude and use this prompt:

```
"Here are my unread emails from this morning.  
Categorise them as: [Urgent action], [Reply today],  
[Delegate], or [Read later]. For each urgent item,  
draft a 2-sentence reply."
```

*Tip: Remove any sensitive data before pasting. See Win #5 for safety rules.*

### Why It Works

AI excels at classification tasks. It can scan hundreds of emails and sort them by urgency, topic, and required action faster than you can read the first five. This frees your best thinking time for strategic work, not admin.

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## Turn Any Document Into a Brief

TIME SAVED: 1-2 HOURS PER DOCUMENT

That 40-page report, the new regulation update, the competitor analysis your team sent over — you need the key points, not every paragraph. AI can extract exactly what matters to you in under a minute.

### TRY THIS NOW

Upload a long document to Claude or ChatGPT and prompt:

```
"Summarise this document in 5 bullet points for a CEO audience. Highlight any risks, deadlines, or decisions I need to make. Keep it under 200 words."
```

*Tip: Tailor the audience — 'for a finance team' vs 'for a board meeting' changes the output.*

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## Generate a Week of Content

TIME SAVED: 3-5 HOURS PER WEEK

Whether it's LinkedIn posts, client newsletters, or internal updates — most leaders know they should be creating content but never find the time. AI won't replace your voice, but it will give you a strong first draft to edit, not a blank page to fill.

### TRY THIS NOW

Try this prompt to kickstart your content calendar:

```
"I run a [type of business]. Write 5 LinkedIn posts for this week about [topic]. Each should be under 150 words, sound like me (direct, no jargon), and end with a question to drive engagement."
```

*Tip: Feed it a past post you liked and say 'match this tone'. The output improves dramatically.*

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## Prep for Meetings in 5 Minutes

**TIME SAVED: 30+ MINUTES PER MEETING**

Walking into a meeting unprepared costs credibility. Walking in over-prepared costs time. AI hits the sweet spot — it can research a person, company, or topic and give you a sharp, focused briefing in minutes.

### TRY THIS NOW

Before your next client or partner meeting:

```
"I have a meeting with [Name] from [Company].  
Research them and give me: their role, recent  
company news, 3 talking points relevant to our  
discussion about [topic], and 2 smart questions  
I can ask."
```

*Tip: Use Claude or ChatGPT with web search enabled for the most current results.*

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## Create Your AI Safety Cheat Sheet

**RISK REDUCED: PROTECT YOUR BUSINESS FROM DAY ONE**

The biggest barrier to AI adoption isn't the technology — it's trust. People worry about saying the wrong thing or leaking sensitive data. This win gives you a clear, shareable policy your team can follow with confidence.

### TRY THIS NOW

Generate a starter AI usage policy for your team:

```
"Create a one-page AI acceptable use policy for a  
small business. Include: what data is safe to use,  
what must never be pasted in, approved tools, and  
a simple review process. Keep it jargon-free and  
ready to share with a non-technical team."
```

*Golden rule: Never paste passwords, financials, customer PII, or proprietary IP into public AI tools.*

# Your 30-Day AI Action Plan

Small steps, big results. Here's how to build the habit.

## Week 1

### Quick Wins

- Complete all 5 wins from this guide
- Pick the one that saved you the most time
- Show one colleague what you discovered

## Week 2

### Build the Habit

- Use AI for email triage every morning
- Summarise one document per day with AI
- Start a prompt library — save what works

## Week 3

### Go Deeper

- Try a second AI tool (Claude, Gemini, etc.)
- Use AI to draft an internal process or SOP
- Experiment with AI for data analysis

## Week 4

### Scale It

- Share your AI policy with the wider team
- Identify your top 3 repetitive tasks to automate
- Book an AI training session to level up

## Ready to Go Further?

These 5 wins are just the start. In a 2-hour hands-on session, you'll build a complete AI toolkit tailored to your business — and leave with a personalised 30-day action plan.

[Book a Session](#)

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