

Workplace Projects (Choose 1)

Module 5 — AI at Work: Skills That Make You Future-Ready



Purpose of This Activity

This activity helps you apply AI in a **real work context** — without changing how your job works or introducing new systems.

You'll choose **one practical workplace project** that fits your role, pace, and comfort level.

You're not trying to automate your job.

You're using AI to **reduce friction and support your thinking**.

How to Use This PDF

- Choose **one** project to start
- Keep it small and realistic
- Adapt it to your role — there's no “correct” version
- Stop when it feels useful, not perfect

You can come back later and try another project if you'd like.

Workplace Project Option 1: Build a Communication Template

What this helps with:

Clarity, consistency, saving time

Goal:

Create a reusable template for a common type of communication.

Examples:

- Meeting follow-up email
- Status update
- Client or stakeholder update
- Internal announcement

Try this with AI:

- “Help me create a clear, professional template for ____.”
- “Make this easy to customize.”
- “Keep the tone friendly and concise.”

Your notes or draft:

Workplace Project Option 2: Automate Weekly Email Drafts

(Automation here means drafting — not sending.)

What this helps with:

Saving time, reducing mental load

Goal:

Create a repeatable prompt that drafts a weekly email for you.

Examples:

- Weekly status update
- Team recap
- Progress report

Try this with AI:

- “Help me draft a weekly update email based on these notes.”
- “Create a reusable prompt I can use each week.”
- “Keep this professional and clear.”

Your notes or draft:

Workplace Project Option 3: Create a Research or Reporting Workflow **What this helps with:**

Organization, clarity, better decision-making

Goal:

Use AI to organize research or summarize information.

Examples:

- Research summaries
- Competitive analysis
- Internal reports
- Background briefs

Try this with AI:

- “Help me summarize this information clearly.”
- “Highlight key points and risks.”
- “Create a short, executive-friendly summary.”

Your notes or draft:

Workplace Project Option 4: Build a Personal Productivity Companion

What this helps with:

Focus, planning, reducing overwhelm

Goal:

Create a simple AI prompt you can reuse daily or weekly.

Examples:

- Planning your day
- Clarifying priorities
- Breaking down tasks

Try this with AI:

- “Help me plan my day based on these priorities.”
- “Help me break this task into manageable steps.”
- “Keep this realistic and not overly ambitious.”

Your notes or draft:

Reflection (Optional)

You don't need to answer all of these.

- Which project did you choose — and why?
- What felt easier than expected?
- Where did AI help the most?

Remember ✓

This activity isn't about productivity for its own sake.

It's about:

- reducing mental load
- improving clarity
- and making work feel more manageable

If one small thing became easier,
this project did its job.