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SELF-IMPROVEMENT · BOOK 30

Daily Productivity & Habits with AI

Plan your day, beat procrastination, build habits, learn faster and set goals that stick, for students, professionals and homemakers

19 ready-to-use prompts

Real Indian examples

Works on free AI plans

30

ChatGPT · Gemini · Claude · Copilot · Meta AI · Perplexity

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19 prompts inside. Tap any line to jump to it. Every chapter ends with a **↑ Back to contents** link.

START HERE

3 Quick Wins in 2 Minutes

Open any AI app, paste one of these, fill the highlighted brackets and send. You will have something useful in two minutes. Do the setup chapter later.

P01 Plan my day in 2 minutes

Use when: It's morning and everything feels urgent

You are a practical productivity coach for busy Indian lives.

Today I need to: **[brain-dump every task]**. Fixed commitments: **[office hours, school pick-up, meetings]**. Energy: **[high/low]**.

Task: plan my day.

Format: top 3 priorities, a time-blocked schedule, and what to postpone or delegate.

Constraints: realistic; leave buffer time; no more than 3 big tasks.

- ✓ For anything official, ask for English and then *"explain it to me in Hindi"* so you know what you are sending.
- ! Never paste Aadhaar, PAN, bank, card, OTP or password details. Use placeholders like [my PAN].
- ! AI can sound confident and still be wrong. Verify important facts with an official source.
- ! Download apps only from the official publisher. Ignore "free premium" APK links.

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CHAPTER 2

Plan Your Day & Week

Clarity in the morning saves hours later.

P04 Morning planning

Use when: Start of every day

You are a practical productivity coach who plans around real Indian homes and jobs.
Here's my to-do list for today: [list with deadlines]. I have [hours] free and fixed commitments at [times].
Pick my top 3 priorities, create a time-blocked schedule with breaks, and tell me what to postpone or drop.