Tanimawo AI Academy

INTERMEDIATE

Automate Everyday Tasks with AI

Save hours each week on email, documents, spreadsheets and planning

Free guide

About 14 minutes to read

tanimawoai.com

Free AI training every Sunday
with Dr. Daniel Tanimawo

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Start with your time

Write down the tasks that take most of your week. Good candidates for AI help are tasks that are **repetitive, text-heavy, or start from a blank page**.

Task	How AI helps	Time saved (typical)
Emails and messages	Drafts replies from short notes	5 to 15 min each
Reports and minutes	Turns notes into clean documents	30+ min
Spreadsheets	Writes formulas, explains data	Varies
Planning	Schedules, checklists, timelines	20+ min
Research	Summarises sources quickly	1+ hour

Email and messages

TRY THIS PROMPT

Here are my notes for a reply: [notes]. Write a clear, polite email. Keep my meaning, fix grammar, under 150 words.

TRY THIS PROMPT

Summarise this long email thread in 5 bullets and list what I need to do: [paste].

- Build a set of saved prompts for replies you send often (complaints, quotes, follow-ups).

Documents

TRY THIS PROMPT

Turn these meeting notes into minutes with: attendees, decisions, action items (who, what, by when): [paste].

TRY THIS PROMPT

Rewrite this policy in plain English for staff, with headings and a short summary at the top: [paste].

Spreadsheets (Excel or Google Sheets)

AI is excellent at formulas. Describe your columns and what you want.

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TRY THIS PROMPT

In Google Sheets, column A has dates, column B has sales in naira. Write a formula to total sales for March 2026 only, and explain how it works.

TRY THIS PROMPT

I have a list of customer names in column A with extra spaces and mixed capitals. Give me a formula to clean them.

> Always test a formula on a copy of your data first.

Planning and schedules

TRY THIS PROMPT

I have these tasks this week: [list with deadlines]. Make a day-by-day plan, putting the most urgent first and leaving 1 free hour each day.

TRY THIS PROMPT

Create a checklist for opening my shop every morning.

Connecting apps (no code)

Tools like **Zapier** can connect apps so things happen automatically. Examples:

- When a form is submitted, save it to a spreadsheet and send a thank-you email.
- When an email arrives with an invoice, save the attachment to a folder.
- Each Monday, send yourself a summary of last week's sales.

Start with one small automation and check it works for a week before adding more.

Meetings and voice

- Use **Otter.ai** or your meeting tool's built-in notes to get a transcript.
- Ask a chatbot to turn the transcript into minutes and action items.
- Record a voice note of your ideas, transcribe it, and ask AI to organise it.

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Automation checklist

- [ ] I check every AI draft before sending it.
- [ ] I never paste customer passwords, card numbers or private data.
- [ ] I keep a copy of important data before an AI tool changes it.
- [ ] I review my automations monthly and switch off ones I no longer need.

Keep learning, free

Join the free live AI class every Sunday at 8 PM Nigeria time with Dr. Daniel Tanimawo. Register at **tanimawoai.com**, watch past classes on the Replays page, and download more free guides.

Share this guide with a friend who wants to learn AI.

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