



AI FOR WORKPLACE PRODUCTIVITY: GETTING STARTED GUIDE

WHAT IS AI FOR WORKPLACE PRODUCTIVITY?

AI tools can help you be more efficient at your work, improve your communication, and automate routine tasks.

COMMON WORKPLACE USES

- ▶ **Communication:** Draft emails, create presentations, write reports and proposals
- ▶ **Project Management:** Plan timelines, organize tasks, track progress
- ▶ **Data Analysis:** Summarize trends, create insights, generate recommendations
- ▶ **Content Creation:** Develop marketing materials, training documents, meeting agendas
- ▶ **Problem Solving:** Brainstorm solutions, analyze challenges, research competitors

GETTING STARTED: YOUR FIRST STEPS

- 1. Choose a Free AI Tool:** Start with one AI platform that your workplace allows and that fits your comfort level. Popular options include ChatGPT, Google Gemini, Claude, and Microsoft Copilot. Check with your IT department about any company policies before using AI tools with work-related content. Many organizations have preferred platforms or security requirements.
- 2. Start with Simple, Non-Sensitive Tasks:** Begin with routine tasks that don't involve sensitive information, like drafting meeting agendas, brainstorming project names, or organizing your thoughts for presentations. This helps you learn the tool's capabilities while staying within appropriate professional boundaries.

3. Be Specific in Your Professional Context: Include relevant details about your role, audience, and constraints. Instead of asking "Help me write an email," try "Help me write a professional email to my team explaining a 2-week project delay, emphasizing our commitment to quality and providing a new realistic timeline." The more context you provide, the more professional and appropriate the response.

4. Treat It Like Collaborating with a Colleague: Use follow-up questions to refine and improve the output, just like you would when working with a team member. Ask for different approaches, request more formal or casual tones, or have the AI explain its reasoning. This iterative approach helps you get what you need for your specific workplace situation.

SAFETY & BEST PRACTICES

DO:

- ▶ Check your company's AI usage policies first
- ▶ Use AI for drafts and brainstorming, then add your expertise
- ▶ Double-check all content, including facts, figures, and compliance issues
- ▶ Review and personalize all AI-generated content

DON'T:

- ▶ Share confidential company information, customer data, or passwords
- ▶ Use AI for final decisions on legal, financial, or HR matters
- ▶ Copy and paste AI responses without reviewing them
- ▶ Assume AI understands your company's specific policies or culture

SAMPLE PROMPTS TO TRY

- ▶ *“Help me write a professional but friendly email to reschedule next week’s client meeting due to a family emergency, without oversharing personal details.”*
- ▶ *“I need to present quarterly sales data to executives who prefer high-level insights. Help me identify 3 key talking points from these trends: sales up 15%, customer acquisition down 8%, retention up 22%.”*
- ▶ *“Draft a meeting agenda for a 1-hour team brainstorming session about improving customer service response times. Include time allocations and specific discussion questions.”*
- ▶ *“Help me create a professional development plan for an employee who wants to move from customer service to project management within our company over the next 18 months.”*

FREE LEARNING RESOURCES

- ▶ Coursera’s “Generative AI for Everyone” by Andrew Ng: <https://www.coursera.org/learn/generative-ai-for-everyone>
- ▶ Google AI Basics: <https://ai.google/education>
- ▶ Anthropic Academy: <https://www.anthropic.com/learn/claude-for-you>
- ▶ OpenAI Academy: <https://academy.openai.com/>
- ▶ Kaggle’s “Intro to Machine Learning”: <https://www.kaggle.com/learn/intro-to-machine-learning>

NEXT STEPS

1. Review your company’s AI policies and get appropriate approvals
2. Identify 2–3 routine tasks that could benefit from AI assistance
3. Practice with non-sensitive content to build your skills
4. Connect with colleagues who are successfully using AI tools
5. Track your time savings to measure productivity improvements

Remember: AI is a professional tool that works best when combined with your industry knowledge, understanding of your company culture, and professional judgment. Always review and personalize AI-generated content before using it in professional contexts.