

■ YOUR AI MONEY MACHINE

AI TIME SAVER GUIDE

Free. Beginner Friendly. Start In The Next 15 Minutes.

2 HOURS	5 WAYS	FREE TOOLS	15 MIN
Back Per Day	To Save Time	To Start	To Begin

WHAT'S INSIDE:

- 01 — The 2-Hour Problem Most People Don't Know They Have
- 02 — Way #1: AI Writes Your First Drafts In Seconds
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- 04 — Way #3: AI Answers Your Research Questions
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This guide is for educational purposes only. Your AI Money Machine does not guarantee specific time savings or results. Individual results will vary based on usage and application.

01 — THE 2-HOUR PROBLEM

The average person wastes over 2 hours every single day on tasks that AI can now handle automatically. Most people don't realize it because the time is spread across small tasks throughout the day. But it adds up fast.

TASK	TIME WASTED DAILY	TIME WASTED WEEKLY
Writing emails from scratch	25-40 min	3-5 hours
Searching for information	30-45 min	4-6 hours
Organizing notes and tasks	15-25 min	2-3 hours
Scheduling and rescheduling	10-20 min	1-2 hours
Reading long documents	20-35 min	2-4 hours
TOTAL	100-165 min	12-20 hours

■ **BOTTOM LINE:** You are spending 12-20 hours every week on tasks AI handles in seconds. That is time you could spend on things that actually matter.

THE 5 WAYS — DETAILED BREAKDOWN

1

Way #1: AI Writes Your First Drafts

Instead of staring at a blank screen — give AI the key points and let it write the first draft. You edit. You send. This works for emails, social media captions, reports, messages, proposals, and anything else you write regularly.

Try this prompt:

"Write a professional but friendly email to [person] about [topic]. Key points to include: [bullet points]. Keep it under 150 words."

2

Way #2: AI Summarizes Anything Instantly

Paste in any long article, document, YouTube transcript, or meeting notes. Ask AI to summarize it. Get the key points in 30 seconds instead of 30 minutes. Never waste time reading something that turns out to be irrelevant again.

Try this prompt:

"Summarize this in 5 bullet points. Only include the most important information. Use plain simple English: [paste content]"

3

Way #3: AI Answers Your Research Questions

Stop opening 15 browser tabs. Ask AI your question directly. It pulls together the information from across everything it knows and gives you a clear, organized answer. For current events use Perplexity AI which searches the web in real time.

Try this prompt:

"I need to understand [topic]. Explain it to me simply. What are the most important things I need to know? What should I do with this information?"

4

Way #4: AI Plans Your Day And Week

Tell AI your goals, tasks, and time available. It builds you a prioritized schedule and to-do list. Better than any planner app you have ever tried because it actually thinks about your specific situation.

Try this prompt:

"Here are my tasks for today: [list tasks]. I have [X hours] available. Create a prioritized schedule for me. Tell me what to do first and why."

5

Way #5: AI Teaches You Any Skill For Free

Whatever you want to learn — ask AI to teach you like a beginner. It breaks everything down step by step, answers every follow-up question, never judges you, and never gets impatient. Better than most paid courses.

Try this prompt:

"Teach me [skill] from scratch. I am a complete beginner. Start with the most important concept. Then give me a step-by-step learning path I can follow."

07 — THE BEST FREE AI TOOLS RIGHT NOW

TOOL	BEST FOR	LINK	COST
ChatGPT	Writing, drafts, planning, teaching	chatgpt.com	Free
Claude AI	Long documents, deep analysis, writing	claude.ai	Free
Perplexity	Real-time research with sources	perplexity.ai	Free
Notion AI	Organizing notes and tasks	notion.so	Free tier
Otter.ai	Transcribing and summarizing meetings	otter.ai	Free tier
Grammarly AI	Improving your writing automatically	grammarly.com	Free tier

08 — YOUR DAILY AI ROUTINE

Use this 15-minute morning routine to start every day with AI working for you:

TIME	TASK	TOOL
2 min	Paste yesterday's unread emails — ask AI to summarize and prioritize	ChatGPT
3 min	Tell AI your tasks for today — get a prioritized schedule	ChatGPT
3 min	Ask AI to draft replies for your top 3 emails	ChatGPT
3 min	Paste any article or document you need to understand today — get a summary	ChatGPT
4 min	Ask AI one question about something you want to learn or improve	Claude or Perplexity
TOTAL	15 minutes. Day organized. Emails drafted. Knowledge gained.	—

09 — WHAT TO LEARN NEXT

- How to write better AI prompts — the clearer your instructions the better your results
- How to use Zapier to automate repetitive tasks between apps
- How to build a personal AI knowledge base using Notion AI
- How to use AI for your specific job or business

→ How to create content faster using AI writing tools

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