



# HOW I USE AI TO SAVE 10+ HOURS A WEEK

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Inside, you'll find tailored ChatGPT prompts, real-life scenarios for applying AI in daily tasks, and recommended third-party apps that streamline your workflow, reclaim time, and enhance productivity.

NJ SHELSBY



# MY ESSENTIAL AI PRODUCTIVITY STRATEGIES

When I created this, I had one clear goal in mind: to give you a practical, actionable guide that actually makes a difference in how you spend your time.

I know firsthand the dream of being able to clone yourself to get more done. While we can't do that yet - using AI to get things done is a close second.

I use AI every day to make everything I do take less time. And I want to share my strategies with you to help you reclaim hours and energy, fast.

You'll find clear, doable actions to begin reclaiming time. Let's get started!



# NJ SHELSBY

## FOUNDER – NEURO PRODUCTIVITY INC.

My passion is helping women with big dreams finally find the time to bring their best ideas to life—without sacrificing family, well-being, or sanity.

With over two decades of experience as both a business owner and a consultant for companies like Microsoft, I know firsthand the constant pressure of balancing ambitious goals with the realities of daily demands.





" TIME IS THE COIN OF YOUR LIFE. IT IS THE ONLY COIN YOU HAVE, AND ONLY YOU CAN DETERMINE HOW IT WILL BE SPENT. BE CAREFUL LEST YOU LET OTHER PEOPLE SPEND IT FOR YOU. "

Carl Sandburg



# MY STORY & JOURNEY

I used to work 14-16 hour days, determined to get it all done—but at a high cost. In one year, I lost my father, my marriage ended, and I was diagnosed with an autoimmune disease.

I learned firsthand that financial success at the cost of health, relationships, and sanity isn't success.

Since then, I've learned powerful ways to accomplish more in less time, creating a balanced life that supports both my ambition and my well-being.



# SAVE TIME, STRESS LESS, ACHIEVE MORE

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01

## **Reclaim Hours Today**

You'll immediately begin to reclaim valuable hours in your day.

By using the AI prompts and tools recommended here, tasks that used to take ages can now be completed quickly, giving you more time for the high-impact work that matters most.

02

## **Build Momentum**

The hours saved will add up, allowing you to finally tackle those big-picture projects. These techniques save you time every day so you have more time for those things that move the needle.

03

## **Reliable Support**

You'll feel like you have a built-in assistant or sounding board to support you whenever you need it. No more feeling like everything rests solely on your shoulders. Instead, you'll have a reliable helper to lighten the load and guide you through challenges, freeing you to focus on what truly matters.

04

## **Stress-Free Growth**

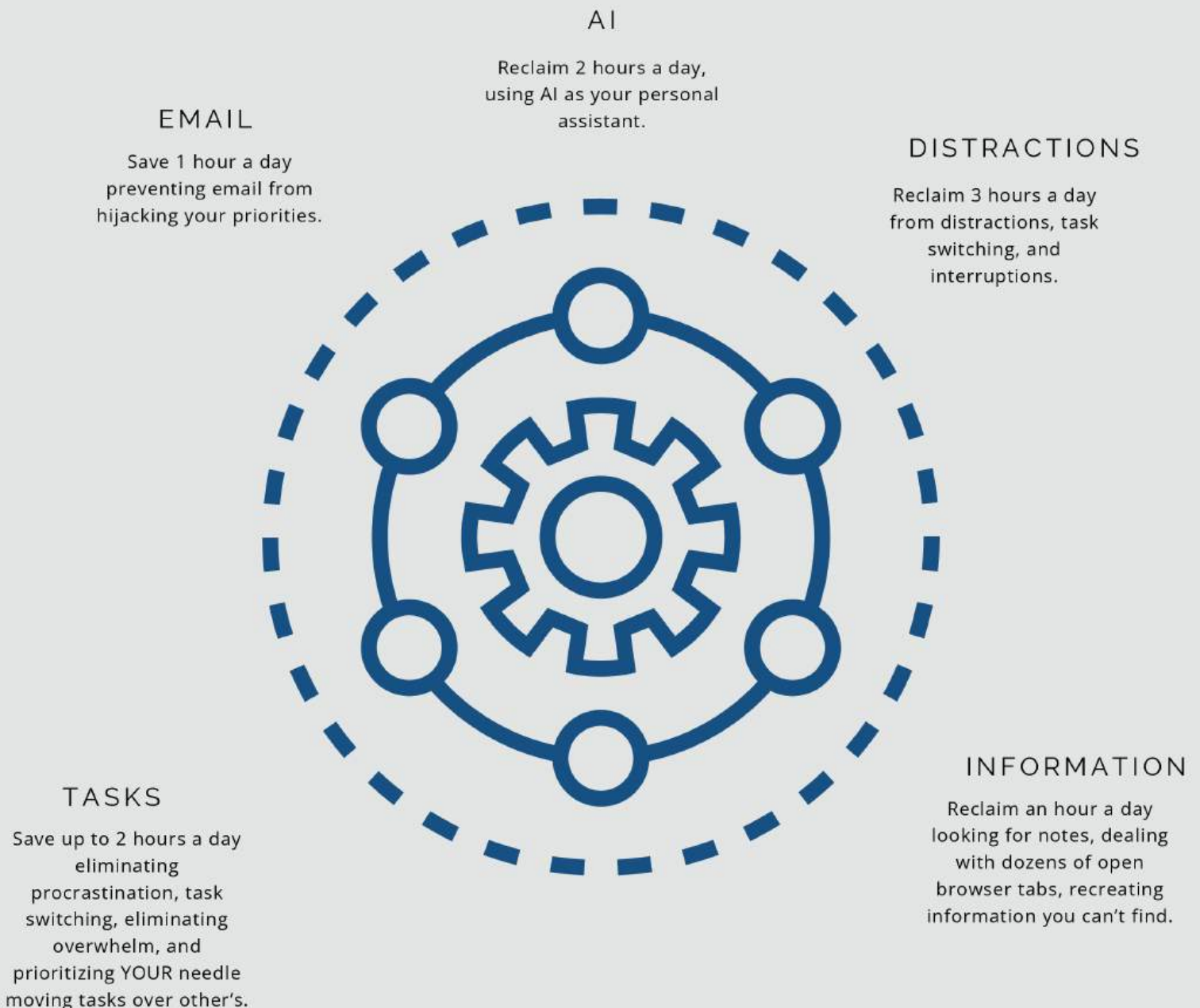
By reallocating 20 hours a week to what matters most, you'll see a boost in income as you finally have the capacity to work on projects that create value and open new doors. Plus, with a clear focus on the right tasks, you'll feel less stress and more ease, knowing your efforts are moving the needle.



# MY TIME RECLAMATION FRAMEWORK

The Time Reclamation Framework is at the heart of my success. It consists of five key pillars: Email, AI, Distractions, Tasks, and Information.

Each pillar is designed to help you reclaim valuable hours from daily distractions and low-impact activities, giving you the time and clarity to focus on what truly moves the needle. Together, these pillars transform how you manage your day, enabling you to work smarter, accomplish more, and finally feel in control of your time.



[illegible]



# USING CHATGPT TO WRITE TIME SUCK EMAILS

## **Time Suck Emails**

How many times have you spent hours crafting an email because you were so angry your thoughts were muddled and you were trying to keep it toned down?

Instead, just vomit out the information quickly and use the prompt, "Take my message below, which is an emotional, detailed account, and rewrite it as a clear, logical email that expresses my opinions firmly yet professionally. Make sure it conveys my perspective without sounding too harsh, rambling, or overly emotional."

Alternatively, if it is a response to an email, try this prompt, "Here's the email I received, followed by my thoughts and key points I want to express. Could you help me craft a balanced response that addresses these points assertively but without coming across as harsh or overly emotional?"

## **Example:**

When my insurance company denied my claim, ChatGPT was able to draft a response in seconds that didn't contain any of the anger I was experiencing. I was able to get the additional money from the insurance company.



## Critical Emails

Whether it's an employee, contractor, vendor, or spouse... it can be a time suck to write an email that delivers critical feedback but doesn't sound too harsh.

Try this prompt, "I need to give constructive feedback in a way that feels positive and encouraging. Please help me write an email where I start with a positive comment, then address the area for improvement clearly and respectfully, and end with a positive, motivating note. Be sure to cover..."

## Directive Emails

If like me, you are called "direct", it can take extra time to edit emails to soften them up so your team feels appreciated. Instead, let ChatGPT take your facts, and write out the email.

Try this prompt: "Please help me write an email that communicates my request clearly and sets clear expectations, but with a tone that feels appreciative and supportive. I want my employees to feel valued and motivated while understanding exactly what needs to be done. Include these tasks to be done:..."

## Examples:

I was working with a launch manager who was making decisions without checking with me that were negatively impacting my launch. I was not happy, but didn't want to inflame the situation and have them quit mid launch. I used ChatGPT to give clear positive feedback which was well received.

I requested a refund for a \$500 product that didn't work as expected. It was denied. ChatGPT wrote me a dispute to the finding in minutes that got me the refund.

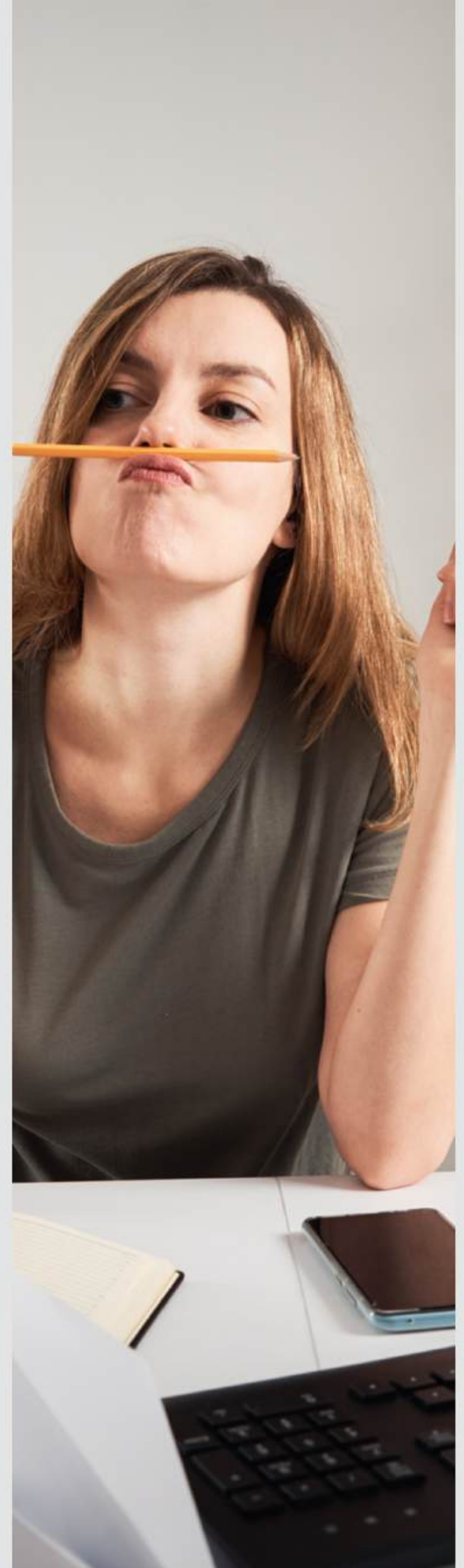




# USE CHAT GPT TO OVERCOME PROCRASTINATION

One cause of procrastination is that we haven't the item down into actionable steps so our brain keeps skipping over it. For example, "Clean the Garage" is so ambiguous and overwhelming your brain will procrastinate. But "spend 10 minutes filling a bag with trash" will have you moving forward. Here are 10 prompts you can use to help break things down.

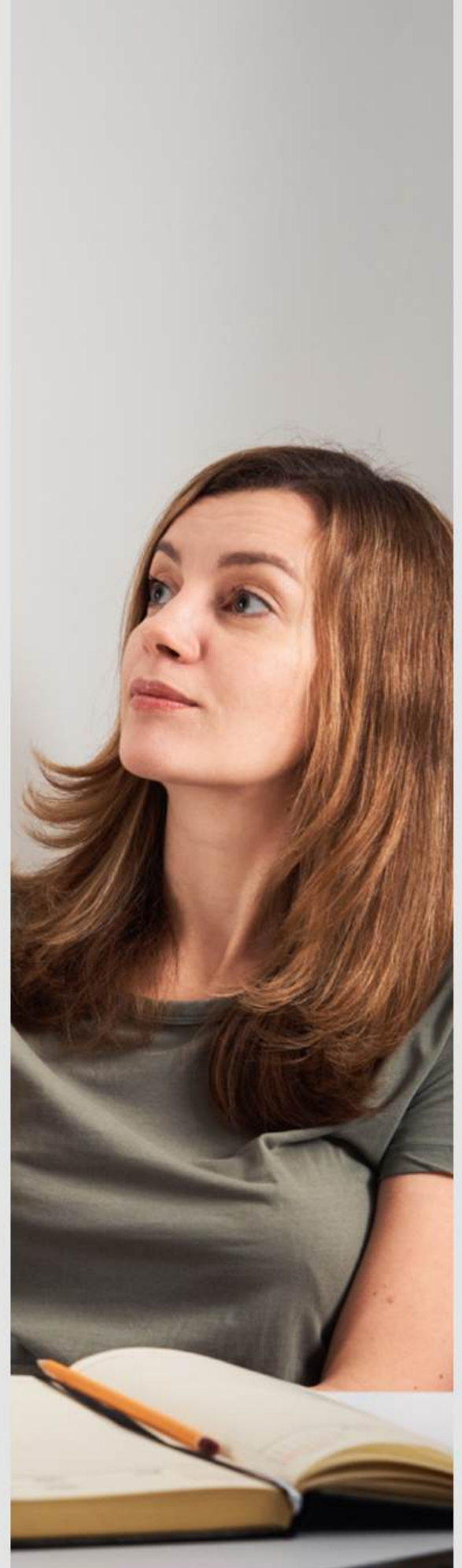
- "I'm procrastinating on [insert task]. Can you break it into small, actionable steps I can tackle one at a time?"
- "I have a big task to complete: [insert task]. I feel stuck because it's overwhelming. Can you create a step-by-step plan to make it manageable?"
- "Help me turn [insert task] into a checklist of bite-sized actions I can do quickly."
- "The task [insert task] feels intimidating. What's the first thing I should do, and how can I build momentum from there?"
- "I need help getting started on [insert task]. Can you suggest 3-5 micro-steps I can complete in 15 minutes or less?"
- "I've been avoiding [insert task]. Can you guide me through breaking it into a sequence of steps and suggest a realistic timeline?"
- "I have [insert task], but I keep putting it off because it feels overwhelming. Can you help me identify the easiest step to start with?"
- "I need to [insert task]. Break it down into steps based on priority and ease, so I can tackle the simpler ones first."
- "I'm overwhelmed by [insert task]. Can you categorize the steps I need to take and suggest how to approach them without feeling paralyzed?"
- "I'm struggling to begin [insert task]. Can you act as a coach and guide me step-by-step until I've made progress?"





Another main cause of procrastination is we don't know enough to move forward. We don't know what we don't know, and we don't want to make a mistake. Try the below prompts to dig into a new topic so you can get into action.

- "I'm new to [insert topic/task]. Can you explain it to me in simple terms and give an example of how it works?"
- "I need a quick overview of [insert topic/task], including its purpose, key concepts, and practical applications."
- "What are the pros and cons of [insert topic/task]? I want to understand both the benefits and the potential challenges."
- "I'm trying to start [insert task/project], but I don't know where to begin. Can you provide a beginner-friendly roadmap?"
- "What are the most common mistakes people make when doing [insert task], and how can I avoid them?"
- "What are the top 3-5 things I need to know before I start [insert topic/task]?"
- "Can you provide me with a step-by-step guide for [insert task/project] that's easy to follow for someone completely new to it?"
- "What are the key questions I should ask myself or others before starting [insert topic/task]?"
- "Explain [insert topic] like I'm a complete beginner, and include examples to make it more relatable."
- "I need to learn about [insert topic/task]. Can you recommend resources, tools, or techniques to get started?"
- "What should I be cautious of or prepared for when working on [insert topic/task]?"
- "If I want to succeed with [insert topic/task], what skills, tools, or information do I need to prioritize first?"



# USE CHAT GPT TO PLAN YOUR PROJECT

When working on big projects, it helps to have a project plan. But those can take days to create. Who has time for that?!

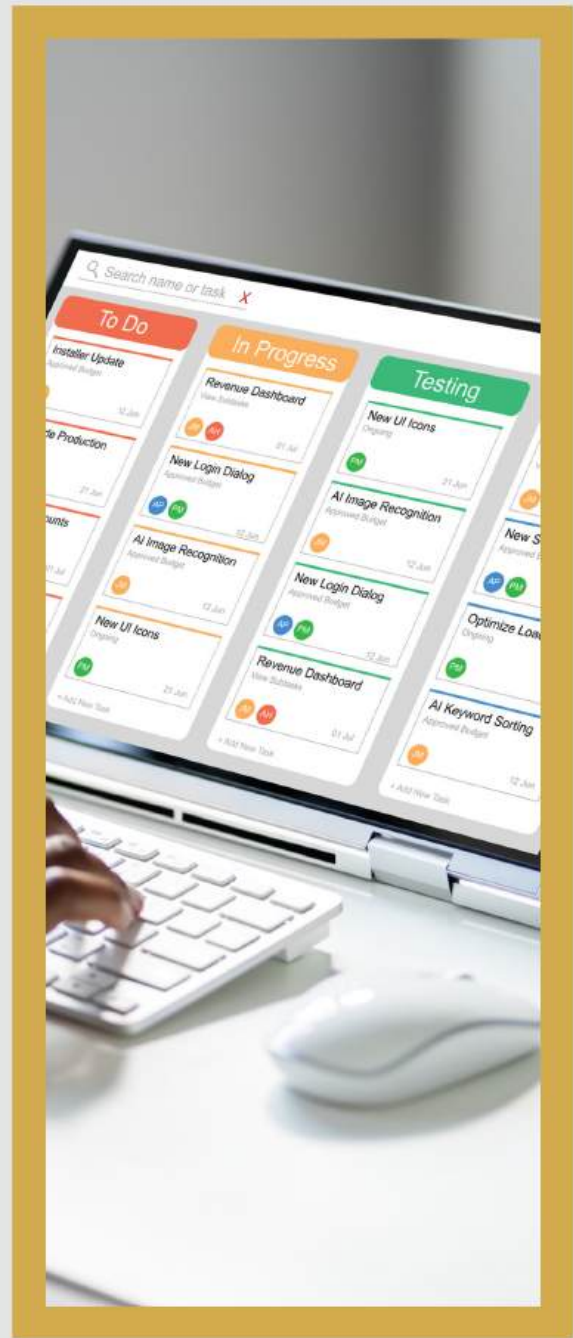
Use ChatGPT to get you 80% of the way done on your project plan in 2 minutes. Try this prompt:

"Background: I'm planning a \_\_\_\_\_. It will be completed \_\_\_\_\_. I'll have a team to help me. (give details of team members name and responsibilities) I need to create a detailed project plan. I need your help to break it down.

Assignment: Can you

1. Outline the project goals and objectives clearly.
2. Break it into phases with key milestones and realistic deadlines. Be sure to include a marketing timeline.
3. Provide a task-by-task breakdown, including roles and responsibilities in a chart format.
4. Estimate a budget with specific categories like tools, labor, and resources.
5. Identify potential risks and suggest strategies to mitigate them.
6. Recommend how I can monitor progress and ensure everything stays on track.

Make the plan easy to follow and include any tips for ensuring success."





# USE CHAT GPT TO HELP YOU OUTSOURCE

Going from knowing you need help to actually getting people on board to do the work can take a huge amount of hours. But ChatGPT can shave most of those hours off.

Start with this prompt for creating a job listing.

"I need help creating a job posting for a [insert role]. Please include:

1. A clear and engaging job title that accurately reflects the position.
2. An opening paragraph that grabs attention and highlights why this opportunity is exciting.
3. A detailed description of responsibilities outlining day-to-day tasks and key deliverables.
4. A list of qualifications and skills required for the role, including both must-haves and nice-to-haves.
5. Information about the company, including its mission, values, and culture.
6. Details on compensation and benefits, if available (optional to include).
7. Application instructions with a clear call to action for applying.

Ensure the tone is professional yet approachable to attract highly qualified and enthusiastic candidates."

Tip: When posting the job, I like to imbed in the ad a specific instruction like, "include the word pineapple in your subject". It is a quick way to weed out all the people who can't follow specific directions.





Create an assessment to evaluate candidates. Try the prompt: "I'm hiring for the role of [insert role, e.g., Virtual Assistant], and I want to create a pre-screen assessment to identify top candidates. The role requires the following key skills and success criteria:

[List key skills and criteria, e.g., task management, proficiency with tools like Asana, strong communication, ability to prioritize.] Please create:

1. A practical assessment task that replicates a real-life scenario or challenge the candidate would encounter in this role.
2. Clear instructions for the candidate to follow when completing the task.
3. A scoring rubric to evaluate the assessment, including criteria such as accuracy, creativity, clarity, and timeliness.
4. Additional tips for making the assessment process efficient and fair.

Ensure the assessment is relevant, concise (should take no more than [time limit, e.g., 30 minutes] to complete), and easy to evaluate."

Use Forms.app to have AI quickly create the assessment based on the above criteria.

Let ChatGPT help evaluate candidates with this prompt: "I have [number] applications for the role of [role]. Here are the non-negotiable requirements and desired skills: [list criteria]. Based on the provided application details (e.g., resumes, responses to prompts), create a shortlist of the top candidates and justify your selection. Additionally, flag any candidates who may be worth considering as backups and explain why."



You've narrowed down the candidates. But, now it's time for you to talk to them. Use this prompt to get relevant interview questions created fast.

"I need help creating interview questions for a [insert role] based on specific success criteria. Here's what success looks like in this role:

[Insert 3-5 success criteria, e.g., ability to manage multiple projects, strong communication skills, tech proficiency, etc.]

Please generate:

- Behavioral questions that explore past experiences related to these criteria.
- Situational questions that test how candidates would handle relevant challenges.
- Skill-based questions to assess technical or job-specific expertise.
- Cultural fit questions to determine alignment with our company's values and work environment.
- Red flag indicators to watch for in candidate responses.

The questions should help uncover whether the candidate can thrive and excel in this role."

Use a scorecard to help you decide on your perfect candidate fast.

a. Define Non-Negotiable Requirements.

- Example: For a VA, this might include proficiency in tools like ConvertKit, strong time-management skills, and prior remote work experience.

b. Set Weighted Criteria

- Assign weights to each qualification or skill based on its importance to the role.
  - Example: Communication skills (30%), tool proficiency (20%), task management experience (25%), cultural fit (25%).

c. Create a Scorecard

- Use a simple scoring system (e.g., 1-5) for each criterion to objectively rank candidates.

Your ideal candidate has the meets the must have criteria and has the highest score.





# USING CHATGPT TO RESEARCH YOUR TARGET MARKET

## **Tell me about my ideal client**

Understanding your ideal client is the secret to selling. You don't always have the option to interview your ideal client. ChatGPT can help you fill in the gaps.

Try these prompts.

"I want to get even more clear on my ideal client. What do you imagine some of their fears are when it comes to solving their problem of ...?"

"What are some specific problems and challenges they might have faced when trying to x in the past?" If necessary, follow up with... "Great, but give me more specifics of what went wrong."

"Background: I'm offering... My ideal client is... Can you help me think through the possible objections my ideal client might have when it comes to joining my course and how to address them effectively? (e.g. time, money, experience hasn't worked before)."

## **Example:**

I've used these prompts to get clear on my ideal client before sitting down to write a sales letter for a new product.





# CREATE PRESENTATIONS

## Your Content Presentation Ready

The fastest way to go from information in your head to prepared slides... Talk through the content you plan to cover and record it. Transcribe it then use ChatGPT to turn it into digestible nuggets for the screen.

Try this prompt:

"I need a slide deck created based on the following transcript. Each slide should have a clear title and 3-6 bullet points summarizing the main ideas or actions for that section. Include an introduction slide with a compelling title and a relevant quote that ties into the theme. Create a conclusion slide to summarize the main points, and include a Q&A slide at the end. Ensure the slides are structured logically and broken into digestible sections. Speaker notes should be concise but add context or instructions for delivering the content. Here is the transcript: [Insert Transcript]"

### Example:

I've used this prompt to create the slides for my Time Freedom Accelerator Course.



# USING ALEXA TO AVOID DISTRACTIONS

## Use your voice

Every distraction we avoid, gives us back time. Picking up your phone to check your calendar, add an appointment to your calendar, etc. can lead to a 45 minute trip down a digital rabbit hole. Connecting your Amazon Echo to your calendar and task list allow you to avoid those trips.

Try these prompts:

"Alexa, what's on my calendar for today"

"Alexa, what's my next appointment"

"Alexa, add ... to my shopping list"

"Alexa, add ... to my to do list" (adds to Alexa to do list)

You can use 3rd party apps to move items from your Alexa to do list to other software. I used to send to Todoist. Now I send into Notion.



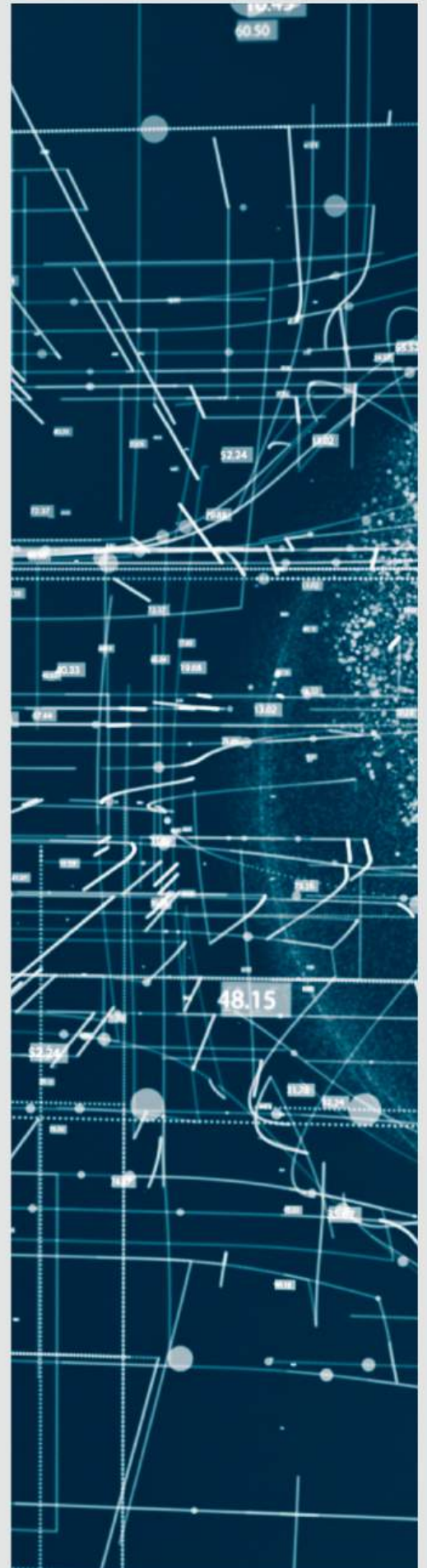
# OTHER AI APPS TO SAVE YOU TIME

- **Perplexity:** An AI-powered search engine that provides quick, accurate answers to questions by combining information from multiple web sources. By instantly retrieving and synthesizing information, Perplexity can save users hours of manual research and protect you from the research black hole.
- **Grammarly:** This tool plugs right into your apps and checks your writing for mistakes and helps you write clearly, so your emails and documents look professional. By automatically correcting errors and suggesting improvements, Grammarly can reduce editing time by up to 50%.
- **Otter.ai:** Otter.ai records meetings and turns them into text, helping you keep track of important discussions without taking notes. By automatically transcribing and summarizing meetings, Otter.ai can save time that would otherwise be spent on manual note-taking. And you can use it for meetings for yourself to talk through your ideas.
- **Frase.io:** This tool helps you create content that's optimized for search engines, so more people can find your website. By automating content research and optimization, Frase.io can cut content creation time by up to 75%.





- **Pitch:** Pitch helps you create professional-looking presentations quickly and easily. Its AI-powered templates and design suggestions can reduce presentation creation time from hours to just minutes.
- **Forms.app:** A tool that helps people create forms easily and manage information, making work faster and simpler for businesses. By automating form creation and data collection, Forms.app can save businesses manual administrative work each week.
- **Canva:** helps you create professional-looking graphics and designs, even if you're not an artist. With its AI features, Canva can reduce graphic design time by up to 90% compared to traditional design methods.
- **Superhuman:** an email app that helps you manage your emails quickly and easily. It uses AI to suggest replies and organize your inbox, so you can spend less time on email and more time on other important tasks.
- **Taskade:** an AI-powered collaboration and productivity app that helps teams manage tasks, take notes, and work together in real-time. Its AI features can automatically generate project outlines, break down tasks, and help you complete work faster by turning complex projects into simple, manageable steps.
- **Recast:** is an AI-powered app that transforms written articles into audio summaries, allowing you to consume content more efficiently. It saves time by letting you listen to important information while doing other activities.



# REAL RESULTS, REAL PEOPLE



"BEFORE WORKING WITH NJ, I WAS OVERWHELMED AND CONSTANTLY BEHIND. HER STRATEGIES HELPED ME RECLAIM MY TIME AND FOCUS ON WHAT TRULY MATTERS. NOW, I FEEL IN CONTROL AND MORE PRODUCTIVE THAN EVER."

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"NJ'S APPROACH TO TIME MANAGEMENT IS A GAME-CHANGER. SHE TAUGHT ME HOW TO ELIMINATE DISTRACTIONS AND USE AI TOOLS EFFECTIVELY. I'VE GAINED HOURS BACK IN MY WEEK AND REDUCED MY STRESS LEVELS SIGNIFICANTLY."

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"IMPLEMENTING NJ'S TECHNIQUES HAS NOT ONLY IMPROVED MY PRODUCTIVITY BUT ALSO MY OVERALL WELL-BEING. I NOW HAVE THE TIME TO PURSUE PERSONAL INTERESTS WITHOUT FEELING GUILTY OR OVERWHELMED."







# YOUR TRANSFORMATION FROM NO TIME TO TIME ABUNDANCE STARTS HERE

As the founder of Neuro Productivity, Inc., and with over two decades of experience, I help driven women reclaim their time and focus on what matters most. My journey from 16-hour workdays to mastering efficient strategies gives me unique insight into creating success without sacrificing well-being.

My clients reclaim hours of lost time each week, eliminate overwhelm, and focus on high-impact tasks that drive real results. By addressing distractions and leveraging proven strategies, I help you work smarter, achieve your goals faster, and create balance.

I offer a variety of ways to help ambitious women reclaim their time and focus, including courses like the Time Freedom Accelerator, a supportive mastermind for accountability and growth, and personalized 1:1 coaching tailored to your unique goals.

What could you accomplish if you finally had the time? It's time to take back control of your time and energy. DM me, and let's find the perfect fit to help you reclaim your time and focus so you can finally make progress on your Big Plans.

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