

10 practical ways to save time using ChatGPT and AI tools

A 3-hour webinar

ChatGPT, along with other AI tools, aims not to replace the human touch in management, but to enhance it.

By addressing repetitive, daily tasks, these tools free up managers to concentrate on core responsibilities like strategic decision-making, team development, and innovation. As we move further into the digital age, integrating tools such as ChatGPT isn't a luxury; it's the future of proactive leadership. In this guide, we'll delve into 10 practical ways through which AI can elevate your efficiency and refine the quality of your work.

Learning objectives

- Gain familiarity with prominent AI tools in the market
- Efficiently compose and respond to emails
- Generate concise summaries of complex reports and data.
- Obtain quick insights, data, and research across varied topics
- Streamline the writing of articles, training notes, and posts
- Craft interview tests, form relevant questions, and design checklists for the hiring process

Agenda

1 Streamlining emails

An inbox can be a goldmine of information but also a significant time drain for managers. Here's how to optimise it:

- **Drafting responses:** Give the AI a brief, and watch it craft a well-structured response.
- **Sorting and prioritising:** By employing user-defined rules and keywords, ChatGPT can flag important emails, ensuring no vital communication slips through the cracks.

2 Efficient report writing

Reports, especially routine ones, can be time-intensive. Here's a smarter approach:

- **Automate content:** Supply key data points to the AI, and let it weave them into an insightful report.
- **Proofreading:** Lean on ChatGPT for grammar checks and consistency, ensuring each report remains crisp and error-free.

3 Rapid research

From competitor insights to market trends, research is a pivotal part of management.

- **Data synthesis:** Feed raw data to the AI and receive succinct summaries in return.
- **Question-answering:** Pose specific questions about a dataset to ChatGPT and extract swift insights without diving deep into the entire content.

4 Reinventing recruitment

Hiring can be a lengthy process. Here's how to make it more efficient:

- **Resume screening:** Equip the AI to spot keywords and qualifications, ensuring that only the most fitting candidates are shortlisted.
- **Preliminary interviews:** Leverage ChatGPT for the initial rounds of interviews by framing critical questions and evaluating the responses.

5 Enhancing training

Especially for extensive teams, training can be a monumental task. Here's how ChatGPT can assist:

- **Customised content:** Inform the AI of your training goals, and it will draft tailored content suitable for various roles.
- **PowerPoint design:** Create visually appealing slide presentations on any topic in minimal time.