Session Plan: AI for personal organisation

Delivery mode:

Face to face or virtual delivery

Session overview:

This session will explore how AI tools can act as a personal assistant to help organise daily life. Learners will discover practical ways to use AI for scheduling, task management, and decluttering their digital thoughts.

Learning objectives:

At the end of this session, learners will be able to:

- Identify at least three daily tasks that can be managed using AI.
- Convert unstructured notes into a formatted to do list or schedule.
- Use AI to plan a basic weekly routine or shopping list.

Suggested session length:

This session should run for approximately 60 minutes. The facilitator to schedule breaks as required.

Prior knowledge:

Discuss with the learners prior to them attending to make sure they are familiar with the following:

- Familiarity with opening a web browser and typing on a device.
- Basic understanding of what a "chatbot" is (covered in Intro to AI).

Critical thinking focus:

- **Reality checking:** Learners practice checking if a schedule created by AI is actually realistic (e.g., does it leave time for travel or rest?).
- **Data categorisation:** Deciding which parts of a "brain dump" are important and which can be discarded when creating a task list.
- **Goal alignment:** Ensuring the plan the AI creates actually helps them reach their personal goals for the day or week.

Tips:

- **Encourage real world examples:** Ask learners to bring a "real" messy list from their phone or a piece of paper to the session. Working on their own data makes the benefit of AI immediately obvious and personal.
- **Watch for "perfect" expectations:** Remind learners that the AI's first attempt at a schedule might not be perfect. Encourage them to tell the AI, "That's too busy, add more breaks," to show how it can be adjusted.
- **Privacy first:** Explicitly remind learners during the demo not to paste sensitive information, like bank details or home addresses, into the chatbot.

AI safety top tip:

- **Verify the details:** If an AI helps you plan a trip or a schedule, always double check the "facts," such as opening times for a business or a location's address, as AI can sometimes make up these small details.

Session plan:

Topic	Timing	Activity	Assessment	Resources
Intro and icebreaker	10mins	Facilitator and learner introductions. Share one daily task you find "boring" or hard to start.	Participation in discussion.	Laptop/PC, notepad.
From messy to managed	15mins	Demo: Paste a "brain dump" into AI and ask it to create a categorised to-do list.	Learners identify "categories" in a sample text.	Projector/screen.
Hands on: Planning	20mins	Learners use AI to plan a 3 day travel itinerary or a weekly meal plan based on specific ingredients.	Completed plan shared with a partner.	AI tool eg ChatGPT.
Recap and Q&A	10mins	Discuss common hurdles and share the most useful outputs found.	Q&A session.	Whiteboard, markers.
Evaluation and close	5mins	Confirm confidence in using AI for one personal task.	Evaluation form.	Evaluation form.