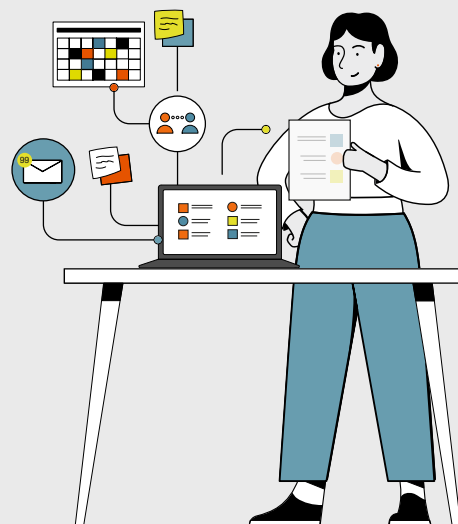


AUTOMATE YOUR WORKFLOW

Supercharge Productivity with AI



“Faster than a speeding bullet, more powerful than a locomotive, able to leap a tall building in a single bound . . .”

For many, Superman embodied the imagery of unlimited power. Today, we might describe artificial intelligence the same way. AI feels superhuman. It can generate ideas instantly, process data at lightning speed, and leap over tasks that used to take hours.

Unlike Superman, AI isn’t here to save us, but to serve us. Like any powerful tool, its value depends on how we use it. Without the right approach, AI can overwhelm or distract us. With the right skills, however, it can free us from the busyness of life and help us focus on more meaningful work.

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AI is a powerful engine, but raw processing power isn’t enough to accomplish all you need to accomplish. You also need a way to direct that energy toward what truly matters.

That’s where [Getting Things Done® \(GTD®\)](#) comes in. GTD is like a roadmap. It gives structure, clarity, and

focus. When combined, AI and GTD create a system where AI handles the heavy lifting and GTD makes sure nothing falls through the cracks. Together, they free you up to spend less time managing tasks and more time doing work that matters.

AI AND GTD

The GTD methodology is built around five principles: *Capture, Clarify, Organize, Reflect, and Engage*. Let’s look at how AI can automate and streamline the principles so that we are free to do more meaningful and impactful work—think, innovate, create, and be present.

1. CAPTURE

Get Ideas Out of Your Head

Capturing is about freeing your mind by recording tasks, ideas, and commitments into a trusted system instead of holding them in your head.

AI assistants can act as your “inbox.” Speak or type your thoughts into a tool like **ChatGPT**, **Google Gemini**, **Microsoft Copilot**, or voice assistants like **Alexa** or **Siri**. AI can instantly translate scattered ideas into bullet points or structured notes. You can capture more without slowing down.

Sample prompt: “Turn this voice note into a task list with due dates and categories.”

2. CLARIFY

Turn Inputs into Action

Clarifying is about decision-making and deciding what each item means. For example, ask, “Is it actionable?” If yes, what’s the next step? If no, determine whether to file, delegate, or delete.

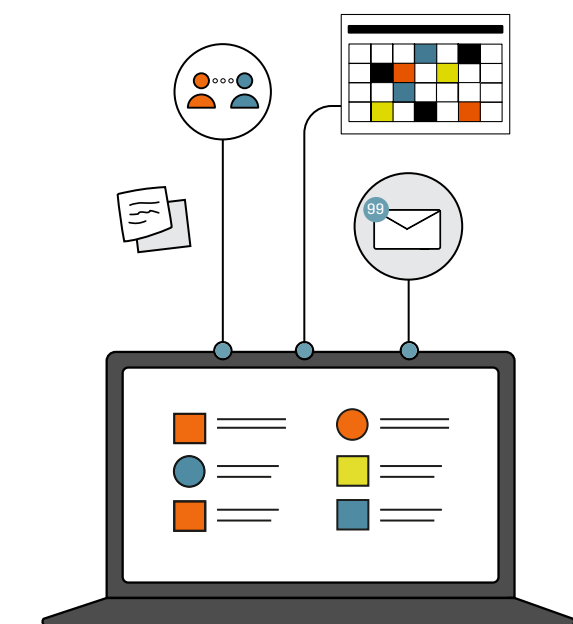
AI can help you quickly decide whether an item is actionable or not. It can also help you determine if the input is merely a resource to be stored or something you can delegate.

For example, you can copy and paste a messy email message into **ChatGPT** and ask, “What’s the key action I need to take?” Consider using AI-driven project management and planning tool like **Motion**. Or a manual daily planner and task organizer like **Akiflow**.

If you are in a virtual world, add-ons like **Zoom’s AI Companion** can transcribe your notes, analyze the transcript and identify action items, tasks, and assignments.

The secret is training AI prompts to identify “next actions” from long project or meeting notes. This can aid in overcoming one of productivity’s common plagues—decision fatigue.

***Sample prompt:** “Summarize this meeting transcript, list next actions, and assign who should do them.”*



3. ORGANIZE

Keep It All Straight

Organizing means putting clarified tasks where they belong, such as into projects, lists, calendars, or waiting-for folders.

AI can create structure for your clarified actions by sorting tasks into categories, deadlines, or priority lists. With simple prompts, AI can help generate project plans, timelines, or boards, quickly providing structure to your GTD system. Try using AI integrations with project management tools (e.g. **Asana** or **Todoist**) to organize tasks directly to where you work. You can have AI automations funnel tasks into the right list or project without manual sorting. The goal is to have what you need, when and where you need it.

***Sample prompt:** “Here are 15 tasks. Organize them into a weekly plan, grouped by priority and deadline.”*

4. REFLECT

Review Without Overwhelm

With the speed of today’s workflow, it can be easy to move so fast it feels like the wheels are falling off. Reflecting is about stepping back and regularly reviewing your system to see what’s overdue, what’s upcoming, and where you need to realign.

Weekly reviews keep your GTD system alive, but they can sometimes feel overwhelming and are often the missing piece to an effective system. AI can lighten the load by summarizing your action lists, highlighting overdue tasks, and even identify patterns. This allows you to spend your time reviewing and not stewing.

Consider using tools like **Microsoft Copilot** to create a Friday status dashboard. Or try a GTD tool like **OmniFocus**, using **Shortcuts** and AI to export your project list and summarize it into a weekly digest.

***Sample prompt:** “Summarize my tasks into a dashboard: (1) overdue, (2) upcoming, (3) missing next actions.”*

5. ENGAGE

Get the Right Things Done

With the GTD methodology, the goal is to feel just as good about the things you don't do as you do about those you do. Engaging means choosing what to do next based on context, time available, energy, and priority. Tools like ChatGPT may be able to help organize your GTD system in faster, more efficient ways, but they still can't do all the thinking for us. Deciding what has meaning and what we choose to commit to is something uniquely human.

Sample prompt: "Given these ten tasks with a two-hour block of time, what's the best order to tackle them?"

THE REAL SUPERPOWER

When AI tools are paired with the GTD methodology, we can move faster, smarter, and have greater impact. Just as important, we must remember that while AI can enhance productivity, the real power lies in our humanity. AI can accelerate our tasks and streamline our workflows, but we ultimately decide what matters most and how we spend our time. It's not about being superhuman—it's about being fully human. AI simply helps us fly a little higher.



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Scott Robley is a speaker, coach, and the VP of Learning Solutions at Crucial Learning. With more than twenty years of experience in education, training, and public speaking, he makes every learning session engaging and fun. He is a master storyteller and committed to teaching people skills to improve their lives.