How to Automate Daily Tasks with AI

Keep your day running smoothly with AI-powered shortcuts.

⚙ **Email sorting, calendar invites, smart workflows**

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Prioritize Your Inbox ✉️

Copy your email subject lines into ChatGPT

Ask:

👉 Which ones are urgent?

👉 Any client deadlines?

Prompt example:

"Sort these emails by urgency and flag anything **time-sensitive.**"
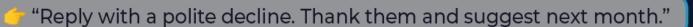
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Reply Smarter 💬

Use AI to write faster replies:

✅ Meeting confirmations

✅ Polite declines

✅ Follow-ups

Prompt example:

👉 "Reply with a polite decline. Thank them and suggest next month."

Auto-Schedule with Zapier 🔁

Turn emails into instant calendar invites

✉️ → 📅

📅 Connect Gmail and Google Calendar with Zapier

✉️ Trigger: New email with subject like "Let's meet"

🤖 Action: Create invite titled "Meeting with [Name]" at 10AM

💡 **No more switching tabs or copy-pasting — your calendar fills itself.**

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Keep your day running smoothly with AI-powered shortcuts.

Build Your Smart To-Do List ✅

Ask ChatGPT to organize your day

Paste in:

📧 Emails

📅 Calendar

📝 Meeting notes

Prompt

👉 "What should I prioritize tomorrow?"

Discover more AI tools, guides, and resources at masteringai.ai

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