



Mastering AI

Make AI Work for You

Build an AI-Powered Task Planner with ChatGPT + Notion

Combine the power of AI and Notion to stay focused, reduce stress, and plan your week smarter.

Get the AI Task Planner Template

Use this ready-to-go Notion planner to organize your weekly tasks by priority — **just like in the YouTube tutorial.**



Get the Notion Template

Build the Planner Structure

Ask ChatGPT to help you create a planner with 4 categories: Urgent, Important, Scheduled, and Optional.



Help me create a daily task planner with categories for urgent, important, scheduled, and optional tasks. Format it for use in Notion using a board view layout.



Create a planner layout I can paste into Notion. Use 4 priority levels: Urgent, Important, Scheduled, and Optional. Also include checkboxes and due dates.



I want to stay organized with a simple task planner. Can you help me build one in Notion that uses priority categories and lets me track progress?

Generate Tasks from Goals

Prompt Objective: Turn a goal into actionable tasks



I'm trying to grow my YouTube channel. Help me break this goal into weekly tasks, labeled as Urgent, Important, Scheduled, or Optional.



Break down this project into specific tasks: [Insert your goal]. Sort them by urgency and importance using the 4-category method.



Turn this monthly goal into weekly tasks.
Label each task as Urgent, Important, Scheduled, or Optional.
Add a rough time estimate for each.
Here's the goal:
[PASTE YOUR MONTHLY GOAL HERE]

Keep Your Planner Fresh

Prompt Objective: Reuse prompts to maintain or refresh the planner



Each Monday, help me generate a task list for the new week. Use the categories: Urgent, Important, Scheduled, and Optional. Base it on the progress I made last week (I'll paste a summary below).
Be realistic with time and effort.

Last week's progress:
[PASTE YOUR WEEKLY SUMMARY HERE]



Based on my core priorities – Family, Work, Health, and Learning – generate a weekly plan.
Suggest 10-12 tasks total with time estimates and priority



Here's what I completed last week: [PASTE COMPLETED TASKS]
Now help me plan this week.
Group tasks under Urgent, Important, Scheduled, and Optional.
Include a few new suggestions to keep growing.