PRACTICAL GUIDE

# How to Automate Daily Tasks with AI

Organize your day. Draft faster. Automate one repeat task.

01

Mastering AI
Make AI Work for You

# Build a simpler daily routine

Your inbox, meeting notes, and task list can pull your attention in different directions. Use AI to sort out what needs attention and draft routine replies, then connect one repetitive task to an automation.

Start with your preferred AI assistant. The optional automation uses Gmail, Google Tasks, and Zapier. The first two steps work with text you paste into the conversation; the automation runs after you connect the apps.

## 01 / Find what needs attention

Copy a few email summaries or action items into your AI conversation. Include the relevant deadlines and what matters most today. Use this sample to try it:

> *Help me prioritize these items for today. List what to do first, what can wait, and what needs clarification. Explain each choice briefly.*
> *- Send the revised proposal by 3 pm today.*
> *- A colleague wants feedback on a draft by Friday.*
> *- A supplier asks which delivery date I prefer.*
> *- Read this month's industry newsletter.*

Adjust the order to fit your commitments. When using real messages, share only the details needed for the task.

## 02 / Draft a routine reply

Choose a message and tell AI what you want the reply to say. Here, you want to ask the supplier about two possible delivery dates.

> *Draft a short, friendly reply asking whether Tuesday or Wednesday next week is available for delivery. Say I will confirm the date after they reply. Keep it under 60 words.*

Read the draft, add the actual dates, and send it from your email app. This step prepares the wording; it does not send the message.

### Save a version you can reuse

> *Turn that request into a reusable template with spaces for the recipient, the two dates, and the tone.*

Keep the template with your other useful prompts. Try the same approach for follow-ups, acknowledgments, or polite declines.

# 03 / Turn labeled emails into tasks

Set up this optional Zapier workflow to save copying emails into your task list. You choose an email by labeling it; Zapier creates the task. This is a rule-based automation alongside your AI-assisted routine.

### Set it up

1. In Gmail, create a label called "To task" and apply it to a sample email.
2. In Zapier, create a Zap with Gmail as the trigger and New Labeled Email as the event. Connect Gmail and select that label.
3. Test the trigger and select your sample email.
4. Add Google Tasks with Create Task. Connect your account and choose a task list.
5. Map the email Subject to Title and the email body or snippet to Notes. Leave Due On empty for now.
6. Test the action, check the created task in Google Tasks, then publish the Zap.

Try it with one more email after publishing. Replies in labeled conversations can also trigger tasks, so check for duplicates while trying the workflow.

> Example: Label an email titled "Review revised proposal" and a task with that title appears in your chosen list. Set its due date when you review the task.

The setup link at the end shows the supported trigger and action, plus current plan details.

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# 04 / Bring your day together

Use your task list and calendar commitments to prepare a realistic plan. Paste a short summary into the same AI conversation:

> *Help me plan tomorrow. My tasks are: finish the proposal, reply to the supplier, and review a colleague's draft. I have a meeting from 10 to 11 am and two hours available afterward. Ask me about deadlines and estimated task lengths, then suggest a realistic order with room for a break.*

Choose the plan that fits your day and add it to your task list or calendar. Repeat the routine with fresh inputs as your priorities change.

Setup reference: Zapier, Gmail to Google Tasks. Checked September 23, 2026.

> **Your result: a clearer set of priorities, reusable reply prompts, and one connected workflow that takes care of the copying for you.**

### References and currency

Zapier setup reference
https://zapier.com/apps/gmail/integrations/google-tasks/255574345/create-tasks-in-google-tasks-for-new-labeled-emails-in-gmail