PRACTICAL WORKFLOW / PLANNING / OCTOBER 2026

Build an AI-Powered Task Planner with ChatGPT and Notion

Turn goals into realistic next actions, then organize them in a Notion board you can maintain.

This guide keeps the original planner method while adding a safer, more realistic workflow. AI can help you organize and draft a plan, but you remain responsible for deadlines, priorities, and commitments.

01 / Choose a simple planner structure

Start with four practical groups. Treat them as a working system, not fixed rules:

- Urgent: time-sensitive work with a real consequence if delayed.
- Important: meaningful work that supports a goal but may not be due today.
- Scheduled: work assigned to a specific date or time.
- Optional: useful work that can wait without creating a problem.

> *Help me create a daily task planner for Notion using four groups: Urgent, Important, Scheduled, and Optional. Include fields for task, status, due date, estimated time, and notes. Explain how to create it as a board view.*

> If your work uses different labels, ask AI to adapt the structure. A planner should match your responsibilities, not force every task into a rigid model.

02 / Turn a goal into tasks

Give the assistant the goal, timeframe, constraints, and what has already been completed. Ask it to flag assumptions instead of inventing missing details.

> *Break this goal into specific weekly tasks: [GOAL]. My deadline is [DATE]. I can spend [TIME AVAILABLE]. What I have already completed: [PROGRESS]. Group the tasks as Urgent, Important, Scheduled, or Optional. Add a rough time estimate, note dependencies, and ask me about any missing information before finalizing the plan.*

> *Turn this monthly goal into a realistic four-week plan: [GOAL]. For each week, suggest the main outcome, 3-5 supporting tasks, estimated time, and any decision I need to make. Identify tasks that may need expert input or current information.*

> Review every estimate. AI does not know your actual speed, calendar, energy, or competing commitments unless you provide them.

03 / Plan the week from real inputs

Paste a short summary of last week's progress, your fixed commitments, and the work that still matters.

> *Help me plan this week. Last week's progress: [SUMMARY]. Fixed appointments and deadlines: [COMMITMENTS]. Current priorities: [PRIORITIES]. Suggest 8-12 tasks, group them as Urgent, Important, Scheduled, or Optional, and estimate the time. Leave room for unexpected work and explain any tradeoffs.*

> *Here is what I completed last week: [COMPLETED TASKS]. Here is what remains: [REMAINING TASKS]. Build a weekly plan that carries forward only what still matters. Ask me to confirm deadlines before labeling anything urgent.*

04 / Keep the Notion board useful

- Add each approved task to the board. Do not copy unreviewed suggestions directly into your calendar.
- Use one clear status system, such as Not started, In progress, Waiting, and Done.
- Archive or remove tasks that no longer matter instead of repeatedly rescheduling them.
- Review the board at the start and end of the week.
- Keep sensitive personal, client, financial, or workplace information out of prompts unless you are permitted to share it.

> *Review this task list for duplication, unclear wording, unrealistic estimates, and missing dependencies. Do not change deadlines. Show suggested edits in a table with the original task, proposed change, and reason: [PASTE TASK LIST].*

05 / Use the ready-made Notion template

Duplicate the Mastering AI template, then replace the example content with your reviewed tasks.

> Template: https://towering-parka-67e.notion.site/28dc8d8d553f802ab681e6f9d5049bb0?v=28dc8d8d553f806e8cfc000c3d6b7b48

If the template interface changes, use Notion's current Duplicate control. Check database properties and views before adding private information.

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