

AI Productivity for Professionals

This entry-level course demystifies AI productivity tools and shows you how to make them work for you. You'll practice prompting ChatGPT, Copilot, Gemini and similar tools to summarize inboxes and research, turn meeting transcripts into task lists, and automate spreadsheet analysis and formatting. Learn to build slide decks in seconds, use AI agents to manage calendars, and apply responsible AI practices for security and privacy. No prior AI experience required, just a desire to reclaim your time and focus on meaningful work.

[CBT Nuggets course material](#) →

WEEK 1

Identify the Main Types of AI

What is AI?

Understanding Software 1.0, 2.0, and 3.0

Visualizing Software 1.0 in Action

Exploring Software 2.0 with Teachable Machine

Programming with Plain Language in Software 3.0

Challenge

Explore Prompt Engineering for Productivity

Introduction

Practicing Prompt Engineering in ChatGPT

Refining Prompt Engineering for Real-World Productivity

From Zero-Shot to Few-Shot Prompting

Finalizing Prompt Clarity and Structure

Challenge ☒

Solution

Create Emails and Messages with Google Gemini

Introduction

Naive Prompting

AI-Assisted Email Engineering

One-Line Prompt Refinements

Quick AI-Assisted Team Messaging

Challenge ☒

Create Entire Documents with Google Gemini

Introduction

Naive Prompts vs Structured Prompts for Document Creation

The Three Phases of AI-Assisted Document Creation

The Pomodoro Technique Presentation

WEEK 2

Challenge ☒

Create Entire Presentations with Google Gemini

Introduction

Start Simple

Structured Prompts for Slide Creation

Creating Slides with AI

Creating Slides with AI

Challenge ☒

Optimize Spreadsheets: Tables, Formulas, & Graphs

Introduction

Building Tables with Gemini in Google Sheets

Creating Tables and Importing Data with AI

Turning Data into Metrics

Calculating Revenue and Churn with AI

Challenge ☒

Use AI for Research, Learning, and More

Introduction

Research with ChatGPT

Microsoft Copilot Research

Google's NotebookLM

Challenge ☒