

AI for Your Business and Clients

Presented by Jamie Steele
Owner, Tidy Your Time



Agenda

- Polls and Introduction
- Fundamentals of AI and Prompt Formulation
- Overview of Tools and Demonstrations
- Business Applications and Client Examples
- Common Pitfalls and Security Considerations
- Concluding Thoughts and a Call to Action



Poll

What's your current
comfort level with AI?

Tidy Your
Time



Poll 2

Which AI tools have you tried?

Time



Introduction & Personal Stories

**My GPT Medical
Data Journey**

**Social Media
Content
and Chatbots**

Client Use Cases

Tidy Your



Generative AI Basics

- Generative AI acts as a hyper-creative, tireless collaborator with extensive internet knowledge.
- It operates using advanced machine learning models with billions of parameters.
- These models are trained on massive datasets to understand patterns.
- With a prompt, it can quickly generate content such as blog posts or logo designs.
- Generative AI synthesizes, invents, and adapts new content rather than simply repeating information.
- It can make mistakes or produce unexpected results, necessitating human guidance and fact-checking.
- When directed, it serves as a powerful partner to enhance productivity and transform imaginative ideas into reality.

Tidy Your
Time



Prompt Formula

Formula: Context → Task → Tone
→ Format

Example: “Write a friendly blog post on closet organization with bullet points.”

Tip: The more specific you are, the better the output.



Tool Overviews

- Google Docs / MS Copilot
- Canva
- Perplexity
- Website Chatbots
- Notion AI
- AI Calendars
- ChatGPT

Tidy Your
Time



Business Use Cases

- Marketing & Content Creation
- Data Analysis & Pattern Discovery
- Website Chatbot
- Social Media Scheduling
- Productivity

Time



Demo Time



Client Use Cases

- **Prioritizing Tasks**
- **Medical Data Organization**
- **User Manual Help Desk**
- **Creating an Errands Map**



Demo Time

Tidy Your
Time 

Pitfalls & Security

Data accuracy & privacy

Ethical considerations (bias, misinformation)

Security settings (turning off chat-saving, anonymizing data)

Tidy Your
Time



Final Thoughts

AI can skyrocket productivity,
but remember, we must use
technology responsibly.

Get started with at least one
AI tool this week!

TidyYourTime.com

Hello@tidyyourtime.com

512-550-1505

Time



Thank You & Q&A

