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MODULE 2

AI for Productivity & Work Optimisation

Re-AI Training Programme · EQF Level 4 · 9 hours



Hemisfério Didático
"Empower Your Mind, Transform Your Future"



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How This Module Works

Learners use AI tools hands-on to become measurably more productive in their remote work day. By the end they will have a real AI-assisted productivity workflow running.

9 hrs

Learning time

2 wks

Recommended pace

4

Lessons

3

Hands-on exercises

EQF 4

Qualification level

2.1

1.5 hours

**AI task management:
organising your work
with Notion AI**

Practice: EX 2.1

2.2

1 hour

**AI for email: draft,
summarise, and reply
faster**

Practice: EX 2.2

2.3

1.5 hours

**AI for meetings:
transcription,
summaries, and action
points**

Practice: EX 2.3

2.4

1 hour

**AI writing tools:
improve your
professional
communication**

Practice: activity + quiz

Learning Objectives

By the end of this module you will be able to:



Organise tasks with Notion AI

Use Notion AI to build and manage a personal task dashboard for remote work.



Handle email faster

Draft, summarise and reply to professional emails faster using ChatGPT and Gmail.



Capture meetings with AI

Transcribe and summarise meetings with Otter.ai, and turn them into clear action points.



Write clearly and safely

Use AI writing tools to improve tone and quality, and check every AI output before you use it.

LESSON 2.1 • 1.5 HOURS

AI task management: organising your work with Notion AI

IN THIS LESSON

- What Notion is and what Notion AI adds
- How to set up a workspace with a task database
- The main uses of Notion AI, with example prompts
- Good habits for planning remote work with AI



L2.1 Learning Objectives

By the end of this lesson you will be able to:



Explain what Notion and Notion AI do



Set up a Notion page with a task database and useful columns



Write prompts that ask Notion AI to summarise and prioritise tasks



Check and correct AI priorities using your own knowledge

THIS LESSON

L2.1

Duration: 1.5 hours

Practice: EX 2.1

Quiz: 5 questions, 70% to pass



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Key Terms

The words you will meet in L2.1, in plain language.

Workspace

Your personal area in Notion where all your pages, notes and task lists are kept.

Database

A table in Notion where each row is an item, like a task, and each column holds details about it.

Kanban board

A view that shows tasks as cards in columns like To Do, Doing and Done, so you can see progress.

Page

A single document in Notion. A page can hold text, lists, tables and other pages.

Property

A column in a Notion database, such as Deadline, Priority or Status.

Prompt

The instruction or question you type to an AI tool to tell it what you want.



What is Notion?

Notion is an all-in-one workspace. It puts notes, tasks, plans and team work in one flexible app.



Notes and pages

Create your own pages for projects, topics or ideas. Start from scratch or use one of many ready-made templates.



Tasks and databases

Track tasks, goals and deadlines in tables, lists, calendars or boards.



Real-time teamwork

Share pages and work on them with others at the same time, from anywhere.

Students, freelancers and companies use Notion to keep all their work in one place.



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What Notion AI adds

NOTION AI

Notion AI is the assistant inside Notion. It summarises task lists, helps you prioritise and drafts updates for you.

It saves time on writing and organising, inside the workspace you already use.



Setting up your workspace

Build your structure once. Then you and the AI can use it every day.

1



Create pages

Make one page for each project or topic, for example My AI Productivity Dashboard.

2



Add a task database

Insert a table to track your tasks. Each row is one task.

3



Add task details

Give each task a due date, a priority (High, Medium, Low) and a status (To Do, Done).

4



Build a weekly plan

Add tags for categories and switch to a Kanban board to see your work flow visually.

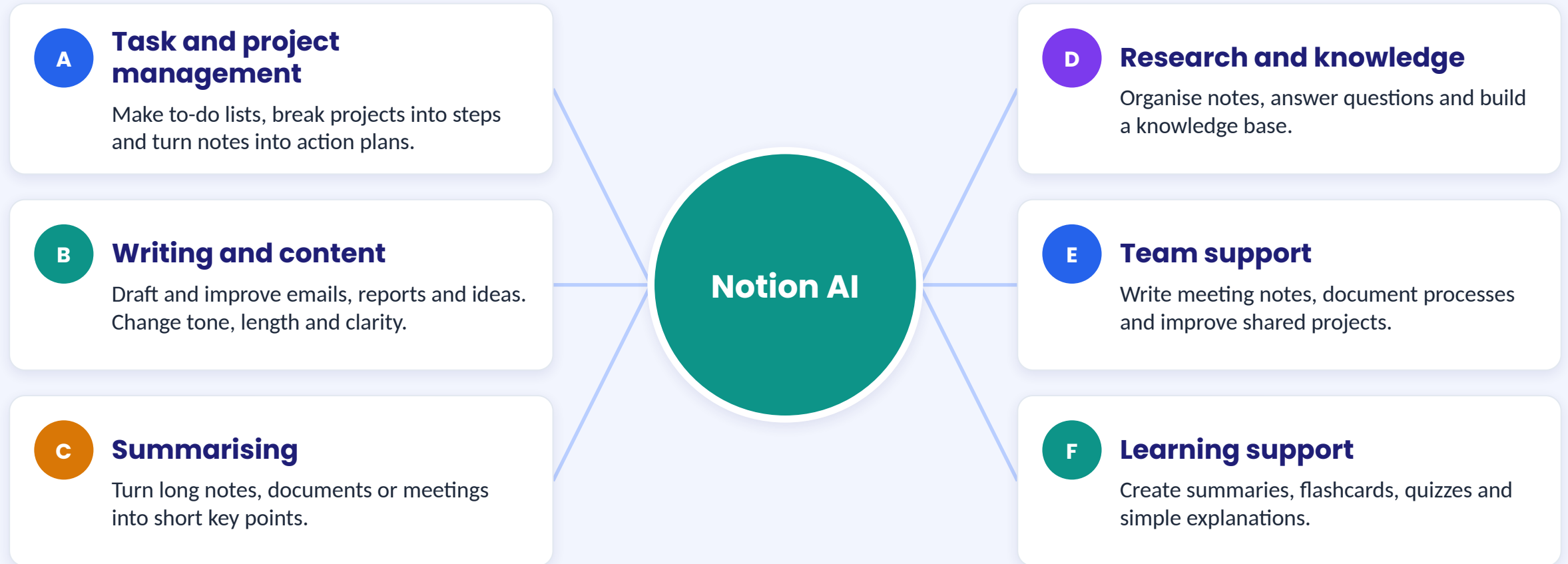
Columns for your task database

These are the columns you will use in EX 2.1. Clear columns help the AI understand your tasks.

Column	What it holds	Example
Task name	A short, clear name for the task	Send weekly report to manager
Category	The type of work or project	Admin, Client work, Learning
Deadline	The date the task must be finished	Friday 14:00
Priority	How important it is: High, Medium or Low	High
Status and Notes	Progress, plus any extra details	To Do; waiting for data from Sam



Notion AI: main uses



Prompts that work in Notion AI

Ask Notion AI clear questions about your own page. Here are four prompts to try.



Find top priorities

Summarise my top 3 priorities for this week based on the tasks in this table. Explain why each one is urgent or important.



Spot what can wait

Which tasks could be delegated or deprioritised, and why?



Break a project down

Break this project into small steps with a suggested deadline for each step.



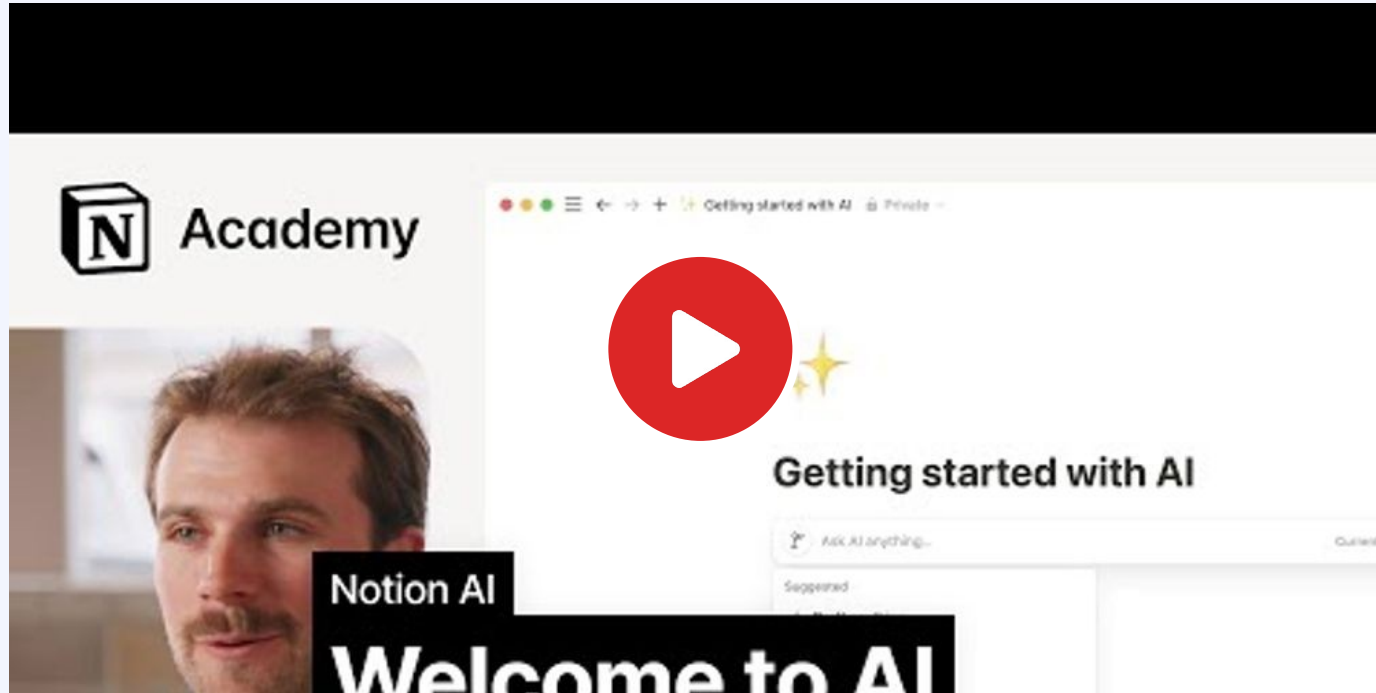
Write a status update

Write a short status update for my manager based on the tasks marked Done this week.

The first two prompts are the ones you will use in EX 2.1.

Watch: Notion AI in action

Watch how Notion AI helps you organise tasks and notes. Note one feature you want to try.



Notion AI for task management

[Watch on YouTube: https://youtu.be/Y5FvtQomPh8](https://youtu.be/Y5FvtQomPh8)

AI suggests, you decide

Notion AI only knows what is on your page. You know the context behind each task.

A Notion AI is good at

- Summarising a long task list in seconds
- Ranking tasks by deadline and priority
- Drafting status updates and plans
- Breaking big projects into steps

B You still need to

- Add context the AI cannot see, like a manager's request
- Check the AI did not miss or invent tasks
- Decide what really matters this week
- Keep personal or confidential data out of prompts

Good habits for remote planning



Notion AI changes task organisation, but only if you use it every day. Set up your workspace well, use AI to summarise and prioritise, and review the result yourself.

- Keep all your tasks in one workspace
- Update the status of each task every day
- Ask the AI for priorities each morning, then check them
- Never paste personal data or client secrets into AI tools

Check Your Understanding

Try answering these in your own words before moving on.



What is the difference between Notion and Notion AI?



Which columns would you add to a task database, and why?



Write one prompt you could use to ask Notion AI to prioritise your week.



Give one example of context that Notion AI cannot know about your tasks.



Learning Resources

Want to go further? These are free and trusted.



Notion AI — product page

<https://www.notion.com/product/ai>



Notion Help Centre

<https://www.notion.com/help>



Video: Notion AI for task management

<https://youtu.be/Y5FvtQomPh8>



L2.1 Key Takeaways

Before the next lesson, hold on to these five points.



Notion keeps notes, tasks and plans in one workspace.



Notion AI summarises, prioritises and drafts inside your pages.



A clear task database with deadlines and priorities gives better AI results.



Clear prompts get clear answers: say what you want and why.



AI suggests priorities, but you make the final decision.



Now Put It Into Practice

Head to the Re-AI learning platform to finish this lesson.



INTERACTIVE ACTIVITY

Match the Notion feature to its job

On the platform · about 10 minutes



HANDS-ON EXERCISE EX 2.1

Build your AI task dashboard

1.5 hours · Tools: Notion, Notion AI



LESSON QUIZ

5 multiple-choice questions

70% to pass · unlimited retakes

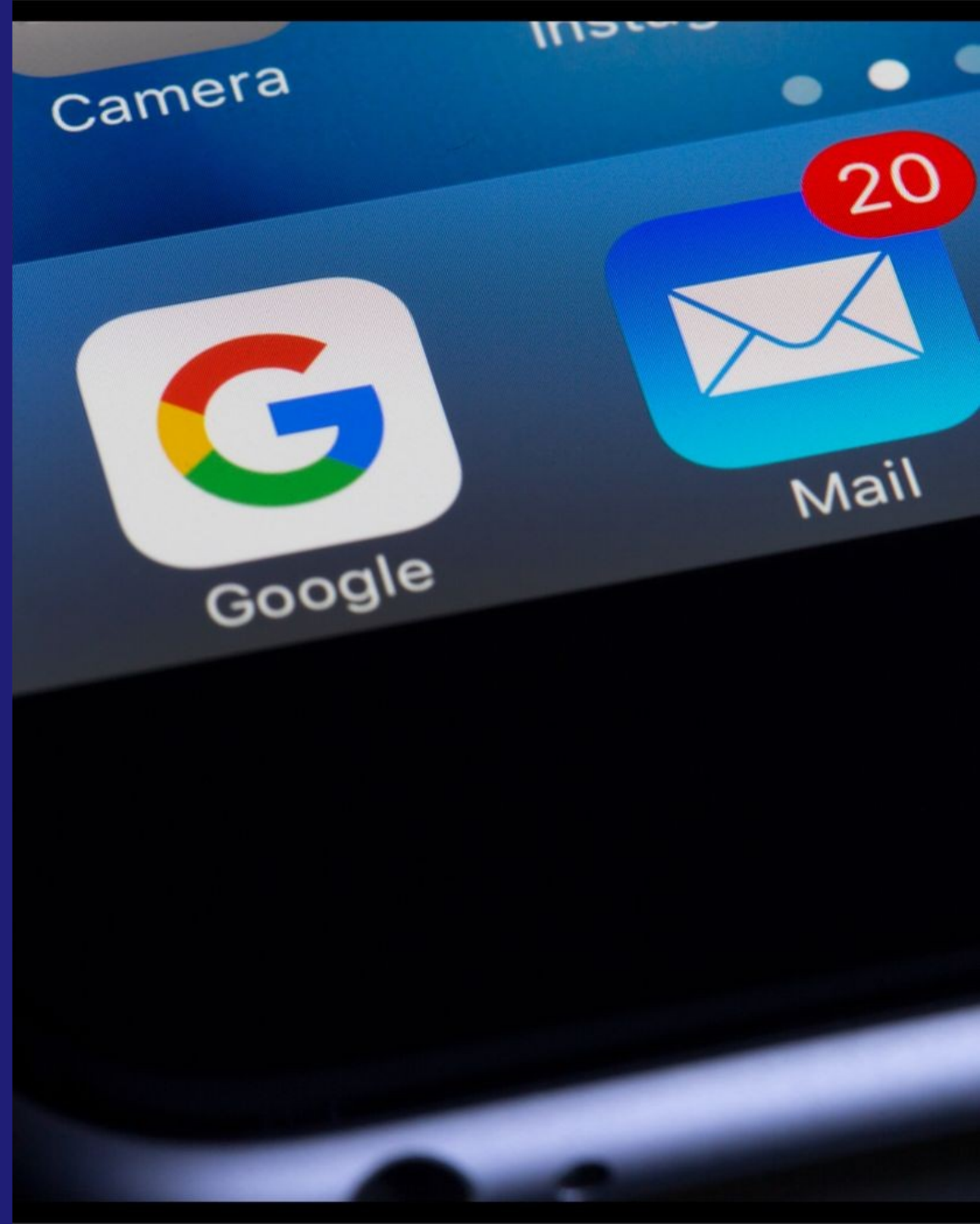


LESSON 2.2 • 1 HOUR

AI for email: draft, summarise, and reply faster

IN THIS LESSON

- Why email is harder in remote work
- How to draft professional emails with ChatGPT
- How to summarise long threads and find action items
- A simple AI workflow for replies, and its risks



L2.2 Learning Objectives

By the end of this lesson you will be able to:



Describe the main email problems in remote teams



Write a clear prompt to draft a professional email with ChatGPT



Use AI to summarise a thread and list decisions and actions



Review and edit AI emails before sending them

THIS LESSON

L2.2

Duration: 1 hour

Practice: EX 2.2

Quiz: 5 questions, 70% to pass



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Key Terms

The words you will meet in L2.2, in plain language.

Email thread

A chain of emails and replies on the same topic.

Tone

How a message sounds to the reader, for example formal, friendly or firm.

Summarise

To shorten a long text into its main points.

Action item

A task that someone must do, ideally with a named owner and a deadline.

Context switching

Moving between different tasks often. It costs time and focus.

Triage

Sorting messages by how urgent and important they are, so you deal with the right ones first.



Email is the memory of remote work

WHY EMAIL MATTERS

In remote teams, email becomes the work memory of the organisation. That makes it powerful, and also overwhelming.

Many people spend more time managing their inbox than doing focused work. AI can help shift that balance.



The remote inbox problem

The biggest issue is not only the number of emails. It is lost context and constant switching.



24/7 emails

Messages arrive all the time, across time zones, often when nobody is there to clarify them.



Fragmented threads

Conversations split into many replies, so you must rebuild what happened while you were offline.



Buried decisions

Important decisions hide deep inside long threads and are easy to miss.

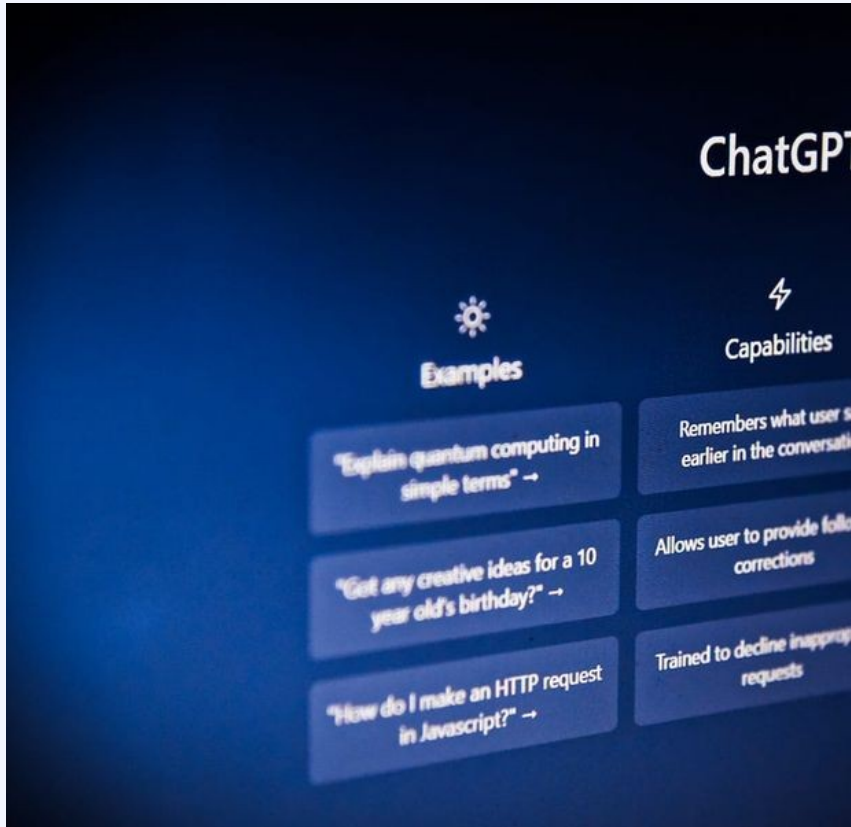


Misalignment risk

When people read threads differently, they work on different plans and decisions get delayed.

ChatGPT for drafting emails

In remote work, clarity matters more than style. Focus on what you want to say. AI helps with structure and tone.



Notes into emails

Turn bullet points or rough notes into a full, structured email in seconds.



Right tone

Ask for a formal, neutral, friendly or direct tone, to match the reader.



Clear for everyone

Make messages easier to read for non-native English speakers in global teams.

Useful for project updates, client outreach, stakeholder messages and task handoffs.

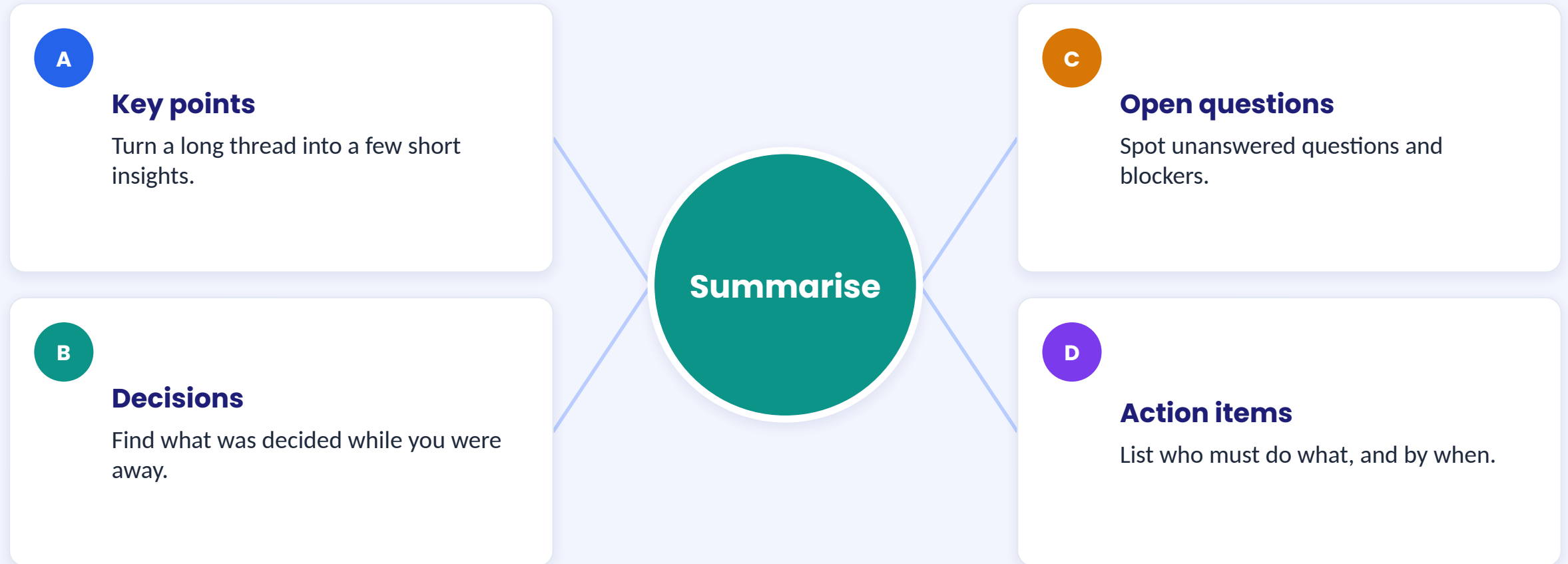
What to put in an email prompt

A good prompt gives ChatGPT the facts it needs. This example comes from EX 2.2.

Part of the prompt	What to include	Example
Your role	Who you are and where you work	I work in customer support at an online learning platform called LearnHub.
The task	Who the email is for and why	Reply to an angry customer, Alex Chen, who was charged twice.
Must include	The facts and offers to mention	Apologise, confirm we are investigating, 3-5 business days, one free month.
Tone	How it should sound	Warm but professional.

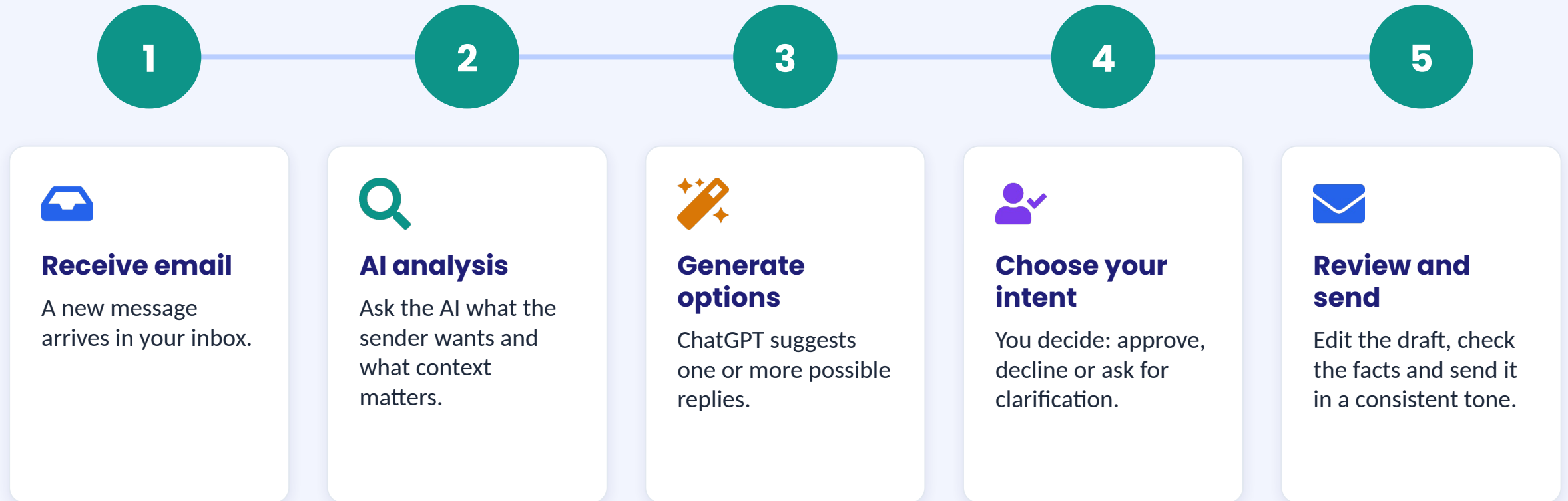
Never paste real customer names, card numbers or account data into a public AI tool.

AI for email summaries



AI-assisted reply workflow

Use AI to reply faster, while you stay in control of the decision.



Watch: AI for email

Watch how AI can help you draft and manage emails. Note one tip you can use this week.



Using AI to write and manage emails

[Watch on YouTube: https://youtu.be/pdfpfRhZYel](https://youtu.be/pdfpfRhZYel)

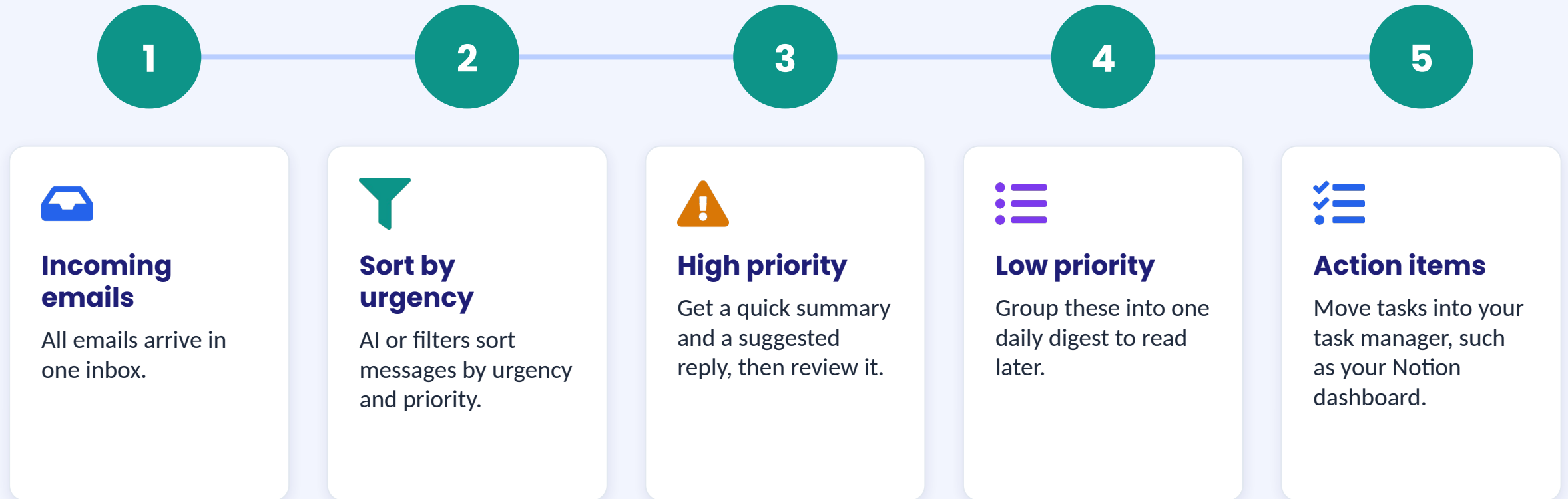


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An AI email triage workflow

Some email apps and add-ons can sort mail for you. Here is how a full AI workflow can look.



Features vary by email app and plan. Check what your employer's tools allow.

Human and AI balance

The goal is clearer coordination, not only speed.



Best practices

- Always review AI emails before sending
- Use structured prompts for consistent results
- Add a human touch when relationships matter
- Agree simple AI guidelines with your team



Key risks

- Wrong tone in sensitive messages
- Losing your personal voice through over-use
- Privacy risks when data goes to other countries
- Summaries that miss important detail

Check Your Understanding

Try answering these in your own words before moving on.



Name two email problems that are more common in remote teams.



What four parts make a good email prompt?



What should an AI summary of a long thread include?



Why should you always review an AI email before sending it?



Learning Resources

Want to go further? These are free and trusted.



ChatGPT

<https://chatgpt.com>



Gmail Help Centre

<https://support.google.com/mail>



Video: AI for email

<https://youtu.be/pdfpfRhZYel>



L2.2 Key Takeaways

Before the next lesson, hold on to these five points.



In remote work, email is the team's memory, so clarity matters.



ChatGPT turns rough notes into clear, structured emails.



A good prompt gives your role, the task, the facts and the tone.



AI summaries help you find decisions and action items fast.



You decide the answer and check the facts before you press Send.



Now Put It Into Practice

Head to the Re-AI learning platform to finish this lesson.



INTERACTIVE ACTIVITY

Build your email prompt

On the platform · about 10 minutes



HANDS-ON EXERCISE EX 2.2

Write an AI-assisted professional email

1 hour · Tools: ChatGPT or Claude, Gmail



LESSON QUIZ

5 multiple-choice questions

70% to pass · unlimited retakes



LESSON 2.3 · 1.5 HOURS

AI for meetings: transcription, summaries, and action points

IN THIS LESSON

- Why remote meetings need good records
- How Otter.ai records, transcribes and summarises
- How to read and check an AI summary
- How to write action points: Who + What + When



L2.3 Learning Objectives

By the end of this lesson you will be able to:



Explain why written meeting records matter in remote work



Use Otter.ai to create a transcript and a meeting summary



Check an AI summary for common errors



Write action points with an owner, a task and a deadline

THIS LESSON

L2.3

Duration: 1.5 hours

Practice: EX 2.3

Quiz: 5 questions, 70% to pass



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Key Terms

The words you will meet in L2.3, in plain language.

Transcription

Turning spoken words into written text.

Transcript

The full written record of what was said in a meeting.

Speaker label

The name the tool adds to show who said each part of the transcript.

Action point

A task agreed in a meeting, with a person, a task and a deadline.

OtterPilot

Otter.ai's assistant that can join your online meetings to record and take notes.

Consent

Clear permission. Always ask people before you record a meeting.



Remote meetings need better records

CAPTURE IT OR LOSE IT

Without a shared office, anything not captured in writing is easily lost. The answer isn't fewer meetings. It's better records.

Manual notes make it worse: you cannot fully listen and type at the same time.



Manual notes or an AI assistant?

An AI note-taker lets you take part in the meeting instead of typing.



With an AI assistant

- You listen and take part fully
- A full transcript is saved automatically
- A summary and action list are ready fast
- Everyone gets the same record



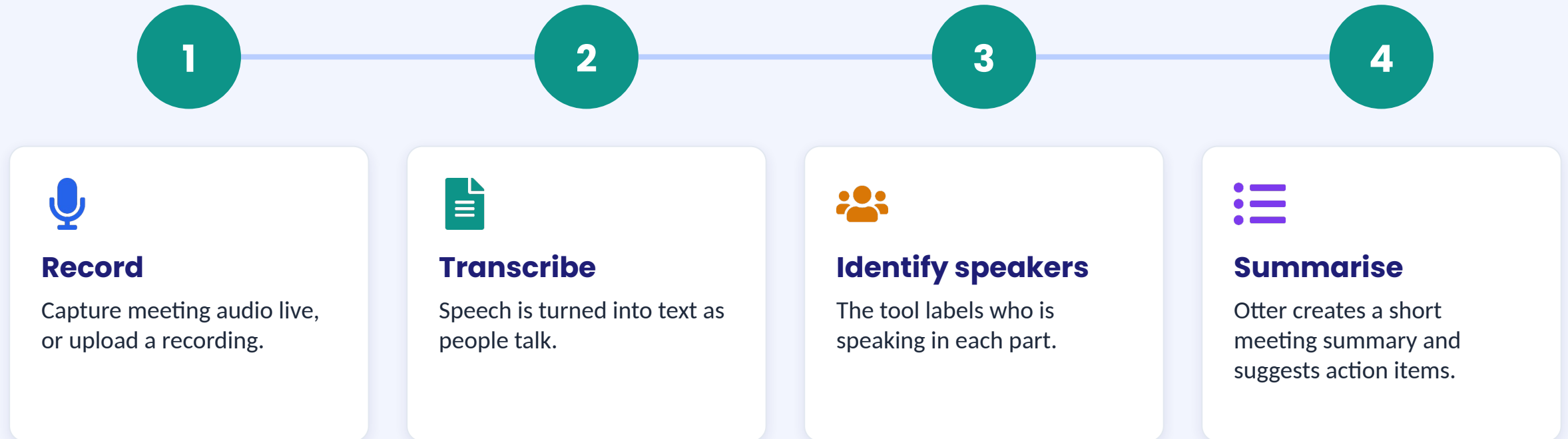
Manual notes only

- You miss points while you type
- Notes depend on one person's memory
- Expectations get misaligned
- Teams repeat the same conversations



How Otter.ai works

Otter.ai is an AI meeting assistant. It turns a conversation into searchable notes.



Otter works with Zoom, Microsoft Teams and Google Meet. OtterPilot can join meetings for you.

Getting started with Otter.ai

You can try Otter.ai for free. Set it up before your next meeting.



Create a free account

Sign up at otter.ai. The free plan has limits on minutes and uploads, so check them first.



Record or upload

Record live in a meeting, or import an audio file such as MP3, M4A or WAV.



Ask before you record

Tell everyone the meeting will be recorded and get their consent. This is a legal and ethical duty.

Reading and checking AI summaries



"The transcript is the source of truth. The summary is the shortcut." AI summaries are a starting point, not the final record. Watch for three common errors:

- Wrong speaker labels: a point is linked to the wrong person
- Missed conditions: "we might do X" becomes "we will do X"
- Garbled names and technical terms

Who + What + When

Every action point needs three things: a person, a task and a deadline.



Strong action point

- "Sara to send updated budget to the team by Friday"
- Who: Sara
- What: send the updated budget
- When: by Friday



Weak action point

- "Someone should follow up on the budget"
- No owner, unclear task, no deadline
- Rarely gets done
- Needs another meeting to clarify

Otter's action items flag possible tasks. Saying them clearly out loud in the meeting helps.

From talk to action points

Here is how things said in a meeting become clear action points.

What was said	Action point (Who + What + When)
"We should look at the delay at some point."	Tom to list the causes of the project delay by Wednesday.
"Can someone help the new colleague get set up?"	Lea to give Omar access to Notion and Slack by Monday 10:00.
"We might run a client survey next month."	Not yet an action. Note it as an idea and confirm in the next meeting.

Before you share the meeting notes

Always check before you send. Your name is on the notes, not the AI's.

1



Read the summary

Compare it to what you remember from the meeting.

2



Check the transcript

Fix wrong names, speakers and technical terms.

3



Confirm actions

Make sure each action has Who + What + When.

4



Remove sensitive data

Take out private or confidential details before sharing.

5



Share with the team

Send the checked notes and add actions to your task list.

Check Your Understanding

Try answering these in your own words before moving on.



Why do remote teams need written meeting records?



Name the four things Otter.ai does with a meeting.



Give one common error in AI meeting summaries and how to find it.



Rewrite this as a strong action point: "Someone should check the website."



Learning Resources

Want to go further? These are free and trusted.



Otter.ai

<https://otter.ai>



Otter.ai Help Centre

<https://help.otter.ai>



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L2.3 Key Takeaways

Before the next lesson, hold on to these five points.



AI closes the documentation gap that remote meetings create.



Otter.ai records, transcribes, labels speakers and summarises.



The transcript is the source of truth; the summary is the shortcut.



Who + What + When makes an action point that actually gets done.



Ask for consent before recording, and check notes before sharing.



Now Put It Into Practice

Head to the Re-AI learning platform to finish this lesson.



INTERACTIVE ACTIVITY

Meeting notes: what would you do?

On the platform • about 10 minutes



HANDS-ON EXERCISE EX 2.3

Transcribe and summarise a meeting

1 hour • Tools: Otter.ai, Phone or laptop voice recorder



LESSON QUIZ

5 multiple-choice questions

70% to pass • unlimited retakes



LESSON 2.4 • 1 HOUR

AI writing tools: improve your professional communication

IN THIS LESSON

- Why writing quality matters in digital work
- Three AI writing tools: ChatGPT, Grammarly and DeepL
- The 3-step editing process: Generate, Edit, Personalise
- AI pitfalls: hallucination, tone and privacy



L2.4 Learning Objectives

By the end of this lesson you will be able to:



Choose the right AI writing tool for a writing task



Use the Generate, Edit, Personalise process to improve a message



Spot generic AI phrases and rewrite them in your own voice



Apply privacy and fact-checking rules to AI-written text

THIS LESSON

L2.4

Duration: 1 hour

Practice: Interactive activity

Quiz: 5 questions, 70% to pass



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Key Terms

The words you will meet in L2.4, in plain language.

Hallucination

When AI writes something that sounds true but is false, like a made-up fact, name or source.

Tone

How your message sounds to the reader: formal, friendly, direct or polite.

Browser extension

A small add-on for your web browser. Grammarly's extension checks text as you type.

Machine translation

Translation done automatically by software, such as DeepL.

Draft

A first version of a text that you will check and improve.

GDPR

The EU law that protects personal data. It limits how personal information may be shared and used.



Why writing quality matters

YOUR FIRST IMPRESSION

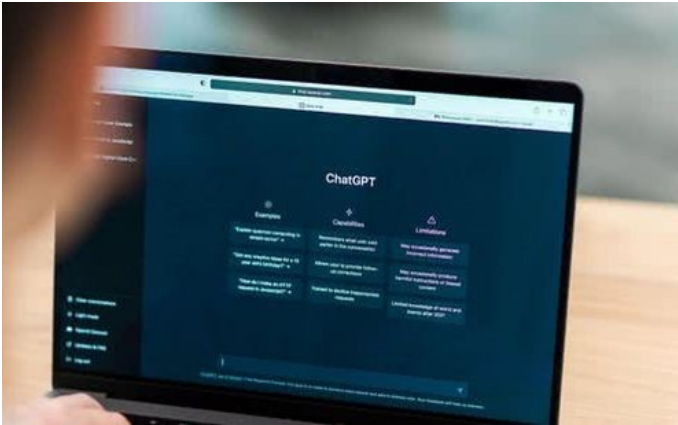
In remote work, your writing is your first impression, every time. Good writing isn't a soft skill. It's a productivity tool.

Without tone of voice or body language, unclear writing slows teams and harms your credibility.



Three AI writing tools

Each tool has a different job. All three are free at the basic level, with no card needed.



ChatGPT

Drafting and rewriting. Create first drafts, rephrase sentences or restructure paragraphs.



Grammarly

Grammar, clarity and tone. Works as a browser extension or app and suggests fixes as you type.



Deepl

Translation between languages. Often sounds natural, even for professional text.

The 3-step editing process

Use AI for speed, then use your judgement for quality.

1



1. Generate

Use AI to write a quick first draft. Do not aim for perfection. Get the ideas down first.

2



2. Edit

Check every fact, name, figure and claim. AI can be wrong. Treat its output as a starting point.

3



3. Personalise

Add your voice and context. Remove generic AI phrases so the message is really yours.



Before and after: clearer messages

Small edits make a big difference. Here AI helped, and the writer checked and personalised the result.

Before	After	What changed
hey the report will be late cuz data missing	Hi Ana, the sales report will be one day late because two data files are missing. I will send it on Thursday.	Clear reason, new date, polite greeting
Pls send me the thing from the meeting asap	Could you send me the slides from Monday's meeting by 3 pm today? Thank you.	Says what, when and adds thanks
Ich habe die Rechnung geschickt.	I have sent the invoice. (DeepL translation, checked by the writer)	Translated, then checked for meaning

Ask for the tone you need

Tell the AI exactly how the message should sound. Try these short instructions.



More formal

Rewrite this for a client I have never met. Keep it polite and professional.



Friendlier

Make this message warmer and more friendly for a colleague I know well.



Shorter

Shorten this to three sentences. Keep the deadline and the request.



Simpler

Rewrite this in plain English for a reader whose first language is not English.

Generic AI tone vs your own voice

AI often sounds too formal and empty. Read your text aloud: would you really say that?



Sounds like you

- Hi Marta, thanks for the quick reply.
- I can send the draft by Friday.
- Call me if anything is unclear.
- Short, specific and friendly



Generic AI phrases

- I hope this message finds you well.
- Please do not hesitate to reach out.
- I trust this email finds you in good health.
- Long, vague and impersonal

AI pitfalls: hallucination and privacy

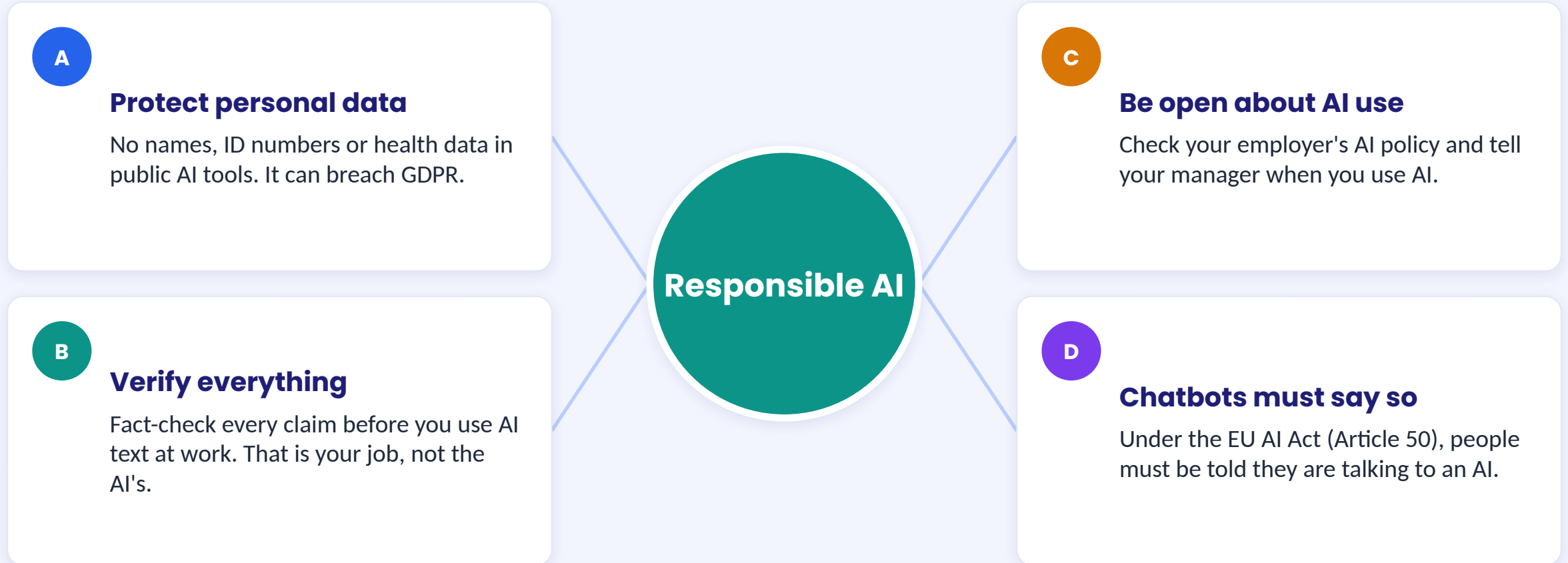


AI can write things that sound convincing but are wrong: made-up statistics, wrong names, sources that do not exist. Treat AI output as a draft, never as a verified source.

- Check every fact, number and name before you send
- What you type may be stored or used to train AI models
- Never paste confidential client data or personal details
- When in doubt, describe the situation in general terms



Responsible AI use in daily work



Check Your Understanding

Try answering these in your own words before moving on.



Which tool would you use to translate a message, and which to check grammar?



What are the three steps of the editing process?



Name two generic AI phrases and say how you would rewrite them.



What is an AI hallucination, and how can you protect yourself from it?



Learning Resources

Want to go further? These are free and trusted.



Grammarly

<https://www.grammarly.com>



DeepL Translator

<https://www.deepl.com/translator>



EU AI Act, Regulation (EU) 2024/1689

<https://eur-lex.europa.eu/eli/reg/2024/1689/oj>



L2.4 Key Takeaways

Before the next lesson, hold on to these five points.



Your writing represents you, so make every message count.



ChatGPT drafts, Grammarly checks and DeepL translates.



AI gives you a first draft: Generate, Edit, then Personalise.



Remove generic AI phrases and write in your own voice.



Check every fact and keep personal data out of AI tools.

Now Put It Into Practice

Head to the Re-AI learning platform to finish this lesson.



INTERACTIVE ACTIVITY

Which tool for the job?

On the platform · about 10 minutes



LESSON QUIZ

5 multiple-choice questions

70% to pass · unlimited retakes



Module Summary

What you can now do after Module 2



You built a Notion AI task dashboard and used AI to prioritise your week.



You drafted, edited and reflected on an AI-assisted professional email.



You transcribed and summarised a meeting with Otter.ai and checked the action points.



You used ChatGPT, Grammarly and DeepL to improve your writing, then made it your own.



You applied responsible AI rules: protect personal data, verify facts, be open about AI use.

COMING NEXT

Module 3: AI for Career Development & Employability. Write prompts with the CARE framework, build a CV and portfolio, and prepare for AI-era jobs.

Complete the final module quiz (70% to pass) to earn your Module 2 certificate and badge.



End of Module 2

Thank you for learning with Re-AI

[Continue on the Re-AI learning platform: re-ai.elnlab.eu](https://re-ai.elnlab.eu)



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