

# Collaborative AI Futures Masterclass Series

## Session 2: Boosting Your Productivity

*Date & Time:* Monday, 17 March, 18:00

*Location:* Space4

# Who Am I?

## *Stanley Mwangi*

- Pioneer in generative AI → Published the world's 1st poetry anthology using ChatGPT
- Former junior machine learning engineer at Syd
- Co-Founder of AceTheRound: An AI-driven interview coaching startup
- Founder of HyperSagi Labs: Turn ideas into MVPs for clients
- Founder of AzuLabs: Technology to raise human consciousness

# A. Introduction: Multimodal AI for Enhanced Productivity

## *Multimodal AI Tools*

- *Text & Document Analysis:* GPT-4o, Claude 3.5 Sonnet
- *Image & Video Analysis:* Gemini 2.0 Pro, ChatGPT (Advanced Voice Mode)
- *Interactive AI Agents:* OpenAI Operator

### *Examples:*

- Analyzing images for marketing insights
- Extracting key insights from video content
- Real-time interactive AI support during meetings

# Introduction: AI for Productivity

## *Opening Engagement*

- *Reflection:*
  - "What's one task you wish took less time in your workflow?"
  - "Have you used AI for any work-related task? If so, how?"

# The Productivity Bottleneck

## *Common productivity challenges:*

- Cognitive overload
- Repetitive tasks
- Context switching

## *AI Solutions:*

- Automate routine work
- Enhance decision-making
- Improve creative output

# Prompt Engineering Best Practices

*How to get the best from AI tools:*

- *Specify clearly:* Describe exactly what you want.
- *Iterate:* Refine your prompts based on outputs.

*Example Prompts:*

- "Suggest ten engaging headlines for an eco-friendly product launch."
- "Provide a concise summary of this market research report for a busy executive."

# AI in Action: Core Use Cases

## ***1. AI as a Second Brain***

- *Summarizing & Synthesizing Information*
  - AI distills large documents, notes, or reports into actionable insights.
  - Example: Summarizing lengthy market reports quickly.

## 2. *AI as a Thought Partner*

- *Brainstorming & Generating Ideas*
  - AI helps generate multiple perspectives quickly.
  - Example: Content creators use AI for idea generation and structuring narratives.



# 3. *AI as a First Draft Factory*

- *Drafting Content & Documents*
  - AI accelerates writing tasks like emails, reports, and blog posts.
  - Example: AI-assisted drafting of grant proposals for nonprofits.

## 4. *AI as a First Set of Eyes*

- *Editing & Refinement*
  - AI helps catch inconsistencies, improve clarity, and refine tone.
  - Example: AI-powered grammar checks and style recommendations.

# Hands-On Practice

## *Guided Activity:*

- Participants apply an AI tool to a sample task.
- Facilitator provides live feedback and troubleshooting.

# Wrap-Up & Q&A

## *Key Takeaways*

- AI enhances productivity across multiple domains.
- Effective use depends on clear prompting and oversight.
- Ethical AI use sustains quality and productivity.

## *Discussion:*

- Which AI tool would you integrate today?
- What potential barriers might you face?

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Let's connect and continue the conversation!