



**JABOLKO TRADE**  
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# AI MADE SIMPLE

The Non-Tech Person's Complete Guide to  
Saving 10 Hours Every Week

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**Use Artificial Intelligence Like a Pro — No Coding,  
No Tech Background, No Confusion**

- ✓ 7 Chapters
- ✓ 30+ AI Tools
- ✓ Step-by-Step
- ✓ Real Examples
- ✓ Action Plans
- ✓ Beginner-Friendly

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Results mentioned are illustrative. Individual results will vary depending on your specific situation, effort, and the tools you use. Jabolko Trade makes no guarantees of income or specific time savings.

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# Table of Contents

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## **Introduction — Why AI Is Your New Best Friend**

## **Chapter 1 — Understanding AI Without the Jargon**

What AI really is and how it works for you

## **Chapter 2 — Writing & Communication**

Emails, reports, messages — done in seconds

## **Chapter 3 — Research & Learning**

Find answers faster than ever before

## **Chapter 4 — Scheduling, Planning & Organisation**

Get control of your time and tasks

## **Chapter 5 — Creative Work Made Easy**

Images, presentations, content — no designer needed

## **Chapter 6 — Work & Career Acceleration**

Stand out, earn more, do more

## **Chapter 7 — Your Personal 10-Hour Savings Plan**

A week-by-week implementation roadmap

## **Conclusion — You Are Now Ahead of 90% of People**

## **Bonus — Quick Reference Tool Directory**

30+ tools at a glance

## **About the Publisher — Jabolko Trade**

## INTRODUCTION

# Why AI Is Your New Best Friend

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Let me be honest with you from the very first page: you do not need to be a tech genius to use Artificial Intelligence. You do not need to know how to code. You do not need a computer science degree. You do not even need to be particularly good with technology.

What you need is this book — and the willingness to try something new.

Right now, millions of people around the world are quietly using AI tools to get their work done in half the time. They are writing emails in 30 seconds instead of 15 minutes. They are researching topics that used to take hours in just a few clicks. They are creating professional presentations, graphics, and reports without hiring anyone. And the most remarkable part? Most of them are not tech people. They are teachers, nurses, shop owners, parents, freelancers, and office workers who simply learned a few powerful tools.

This book — brought to you by Jabolko Trade — is your invitation to join them.

### ■ THE NUMBERS DON'T LIE

Workers who use AI tools report saving an average of 2.5 hours per day on routine tasks. That is more than 12 hours per week — time you can spend on higher-value work, more clients, creative projects, or simply living your life.

Yet fewer than 15% of non-technical professionals use AI tools regularly. That means if you start today, you are already ahead of 85% of your peers.

This book is structured to take you from complete beginner to confident AI user in a logical, step-by-step way. Each chapter focuses on a specific area of your life or work where AI can save you significant time. By the end, you will have a personalised action plan tailored to your specific situation.

Ready? Let us start saving you time — starting right now.

## CHAPTER 1

# Understanding AI Without the Jargon

*What it actually is, how it works, and why it's simpler than you think*

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Before we dive into the practical tools and strategies, let us spend one short chapter making sure you understand what AI actually is. Not the Hollywood version. Not the scary robot version. The real, useful, everyday version.

## What Is AI, Really?

Artificial Intelligence is software that has been trained on enormous amounts of human-generated text, images, and data. As a result of this training, it has learned to recognise patterns and use those patterns to generate useful responses. Think of it like a person who has read every book, article, and website ever written — and can answer any question you throw at them in seconds.

## The Three Types of AI You Will Actually Use

### 1. Conversational AI (Chatbots)

Tools like ChatGPT, Claude, and Gemini. You type a question in plain English and the AI responds. These are the most versatile tools and the ones you will use most.

### 2. Image AI (Visual Creators)

Tools like Midjourney, DALL-E, and Canva AI. You describe an image in words and the AI creates it. Brilliant for presentations, social media, and marketing.

### 3. Specialist AI Tools

AI built for a specific purpose — transcribing meetings, summarising documents, writing emails. Often even easier to use because they do one thing very well.

## The Five Things AI Is Brilliant At

- 1. Writing and editing:** Drafting, improving, reformatting, or summarising any text.
- 2. Answering questions:** Explaining complex topics simply and quickly.
- 3. Generating ideas:** Brainstorming options you had not considered.
- 4. Repetitive tasks:** Formatting, categorising, translating — without fatigue.
- 5. Creating content:** Images, presentations, social media posts, reports.

**■ ■ WATCH OUT**

Never share passwords, bank details, personal ID numbers, or sensitive private information with any AI tool. Treat every AI conversation like a public forum.

**■ YOUR FIRST ACTION**

- ✓ Go to [claude.ai](https://claude.ai) or [chat.openai.com](https://chat.openai.com)
- ✓ Create a free account (just an email address needed)
- ✓ Type: "Explain what you can help me with in 5 bullet points, as if I have never used AI before"
- ✓ Read the response — and notice how easy that was

## CHAPTER 2

# Writing & Communication

*Emails, reports, messages and more — done in a fraction of the time*

If there is one area where AI will save you more time than anything else, it is writing. Whether you write five emails a day or fifty, whether you dread composing formal letters or just want to stop staring at a blank screen — this chapter will transform how you communicate.

## The Email Formula That Works Every Time

STEP	WHAT TO TELL THE AI	EXAMPLE
1	Who you are writing to	"My client who paid late"
2	What the email is about	"Chasing invoice payment"
3	The tone you want	"Professional but firm"
4	Any key details	"Invoice #2024, due 30 days ago"

### Chasing a late payment:

#### ■ PROMPT TO USE

"Write a polite but firm email to a client chasing an overdue invoice of \$850 that was due 30 days ago. Keep it professional and under 100 words."

### Declining a request:

#### ■ PROMPT TO USE

"Write a kind email declining a meeting request because my schedule is full this week. Suggest we reconnect in two weeks."

### Following up after an interview:

**PROMPT TO USE**

"Write a professional thank-you email following a job interview for a marketing manager role. Express enthusiasm and reiterate my interest."

**PRO TIP**

After the AI writes the email, ask it to adjust: 'Make it shorter', 'Make it more formal', or 'Add warmth'. AI is infinitely patient with revisions.

## Recommended Writing Tools

<b>ChatGPT (GPT-4o)</b>		<b>FREE</b>
CATEGORY	Conversational AI	
WHAT IT DOES	Write, edit, reformat and improve any text	
BEST FOR	Emails, letters, summaries, social media, reports	
TIME SAVED	1-3 hours per day	
<b>Claude (claude.ai)</b>		<b>FREE</b>
CATEGORY	Conversational AI	
WHAT IT DOES	Excellent for longer documents and nuanced writing	
BEST FOR	Long-form content, sensitive communications, detailed reports	
TIME SAVED	1-2 hours per day	
<b>Grammarly AI</b>		<b>FREE</b>
CATEGORY	Writing Assistant	
WHAT IT DOES	Checks grammar AND rewrites for clarity and tone	
BEST FOR	Polishing emails, improving professional tone	
TIME SAVED	30-60 minutes per day	

## CHAPTER 3

# Research & Learning

*Find accurate answers and learn new things faster than ever before*

How much time do you spend searching for information? Googling something, clicking through five different websites, reading half of each page, and still not being sure if you have the right answer? AI fundamentally changes this. Instead of searching, you simply ask — and get a direct, organised, conversational answer.

	GOOGLE SEARCH	AI ASSISTANT
<b>How it works</b>	Shows you a list of links to visit	Directly answers your question
<b>Time to answer</b>	5-20 minutes reading multiple pages	15-30 seconds
<b>Follow-up questions</b>	You must search again	Ask naturally in the same conversation
<b>Personalisation</b>	None	Can tailor answers to your context

### Learning a new topic quickly:

#### ■ PROMPT

"Explain [topic] to me as if I have no background in it. Use simple language, give me 3 key points, and tell me the most common misconceptions."

### Summarising a long document:

#### ■ PROMPT

"Here is a document: [paste text]. Summarise the key points in 5 bullet points and tell me the single most important takeaway."

### Understanding jargon:

#### ■ PROMPT

"I am reading a legal document and came across these terms: [list terms]. Explain each one in simple everyday language."

<b>Perplexity AI</b>		<b>FREE</b>
<b>CATEGORY</b>	AI Search Engine	
<b>WHAT IT DOES</b>	Answers questions with real-time web sources and citations	
<b>BEST FOR</b>	Research, fact-checking, current events	
<b>TIME SAVED</b>	1-2 hours per day	

<b>NotebookLM (Google)</b>		<b>FREE</b>
<b>CATEGORY</b>	Document Research AI	
<b>WHAT IT DOES</b>	Upload your own documents and ask questions about them	
<b>BEST FOR</b>	Studying, understanding contracts, analysing reports	
<b>TIME SAVED</b>	30-90 minutes per task	

## CHAPTER 4

# Scheduling, Planning & Organisation

*Take back control of your time and tasks without the overwhelm*

Disorganisation is one of the biggest silent time-thieves. Forgotten tasks, unclear priorities, scattered notes, and endless to-do lists that never shrink — these are universal problems. AI can help you build systems that actually work.

- **Brain dump to action plan:** List everything on your mind chaotically, paste it into AI, and ask: 'Organise this into a prioritised action plan with time estimates for each task.'
- **Weekly planning:** Every Monday, describe your goals and commitments to AI and ask it to help you build a realistic weekly schedule.
- **Meeting preparation:** Before any important meeting, describe the situation and ask AI to generate the key questions you should ask.
- **Project breakdown:** Have a large overwhelming project? Tell AI about it and ask it to break it into small, daily manageable steps.

## ■ WEEKLY RESET PROMPT — USE EVERY MONDAY

"I need help planning my week. Here are my goals: [list goals]. Here are my fixed commitments: [list meetings]. Here are my outstanding tasks: [paste list]. Please create a realistic day-by-day plan for Monday to Friday with specific time blocks and suggested priority order."

Notion AI		PAID
CATEGORY	Productivity & Notes AI	
WHAT IT DOES	AI built into a powerful notes and project management app	
BEST FOR	Note-taking, project planning, knowledge management	
TIME SAVED	1-2 hours per day	

<b>Reclaim.ai</b>		<b>FREE</b>
<b>CATEGORY</b>	Smart Scheduling AI	
<b>WHAT IT DOES</b>	Protects focus time and manages your calendar intelligently	
<b>BEST FOR</b>	Anyone who loses control of their calendar to meetings	
<b>TIME SAVED</b>	30-90 minutes per day	

## CHAPTER 5

# Creative Work Made Easy

*Stunning images, presentations and content — no designer required*

One of the most jaw-dropping capabilities of modern AI is its ability to create visual content. Images, presentations, videos, logos, infographics — things that used to require expensive professionals or years of training can now be produced in minutes by anyone.

## ■ IMAGE PROMPT FORMULA

Subject + Style + Mood + Setting + Technical details

Example: 'A confident businesswoman presenting to a team in a modern glass office, photorealistic style, warm lighting, professional corporate mood, high resolution'

Example: 'A simple flat illustration of a lightbulb with a plant growing inside it, minimalist style, white background, suitable for a logo, blue and green colours'

<b>Canva AI</b>		<b>FREE</b>
<b>CATEGORY</b>	Design & Images	
<b>WHAT IT DOES</b>	AI-powered design tool for social media, presentations, logos, and more	
<b>BEST FOR</b>	Non-designers who need professional-looking visual content	
<b>TIME SAVED</b>	2-4 hours per project	
<b>Gamma.app</b>		<b>FREE</b>
<b>CATEGORY</b>	AI Presentations	
<b>WHAT IT DOES</b>	Creates complete, designed presentations from a text outline	
<b>BEST FOR</b>	Anyone who needs to create presentations regularly	
<b>TIME SAVED</b>	2-4 hours per presentation	

<b>DALL-E 3 (via ChatGPT)</b>		<b>PAID</b>
<b>CATEGORY</b>	Image Generation	
<b>WHAT IT DOES</b>	Creates realistic or illustrated images from text descriptions	
<b>BEST FOR</b>	Blog images, marketing visuals, presentations	
<b>TIME SAVED</b>	1-3 hours per project	

## CHAPTER 6

# Work & Career Acceleration

*Stand out professionally, earn more, and do more with less effort*

Beyond saving time on individual tasks, AI can genuinely accelerate your entire career trajectory. People who learn to use AI effectively are becoming significantly more valuable in the job market — both as employees and as independent professionals.

- **Output more in less time:** An AI-assisted worker can produce 2-3x the output of a non-AI worker in the same role. That is noticed by employers and clients.
- **Quality improvements:** AI helps catch errors, improve phrasing, and polish work to a higher standard before it leaves your desk.
- **New skills on demand:** Need to learn a new tool for a project? AI can teach you what you need to know right now, at your level.
- **Look like a specialist:** AI can help you produce specialist-quality content — reports, analyses, proposals — even in areas where you are still developing.

## CV / Resume optimisation:

### ■ PROMPT TO USE

"Here is my CV: [paste CV]. Here is the job description: [paste JD]. Rewrite my CV to match this role using the same keywords and emphasising relevant experience. Keep it to one page."

## Interview preparation:

### ■ PROMPT TO USE

"I have an interview for [job title]. Give me the 10 most likely interview questions for this role and a model answer structure for each, based on my background: [brief background]."

## Salary negotiation:

### ■ PROMPT TO USE

"I have been offered [salary] for [job title]. Help me write a polite but confident counter-proposal asking for [target salary]."



## CHAPTER 7

# Your Personal 10-Hour Savings Plan

*A practical week-by-week roadmap to get your time back*

Everything in this book is theoretical until you actually implement it. This chapter gives you a specific, week-by-week plan to go from AI beginner to someone saving 10 hours every week — without overwhelm.

AREA	CURRENT TIME	WITH AI	TIME SAVED
Email writing	90 min/day	20 min/day	70 min/day
Research	60 min/day	15 min/day	45 min/day
Documents/reports	45 min/day	15 min/day	30 min/day
Planning	30 min/day	10 min/day	20 min/day
Creative tasks	60 min/day	20 min/day	40 min/day
<b>TOTAL</b>	<b>~4.75 hrs/day</b>	<b>~1.3 hrs/day</b>	<b>~3.5 hrs/day</b>

## WEEK 1: The Foundation

- ✓ Set up free accounts on ChatGPT and Claude
- ✓ Use AI to write every email that takes more than 5 minutes
- ✓ Try the Weekly Reset Prompt every Monday morning
- ✓ Goal: Save 2 hours this week

## WEEK 2: Research & Learning

- ✓ Replace 3 Google searches per day with AI questions
- ✓ Summarise one long document or report using AI
- ✓ Use AI to explain one thing you have been confused about
- ✓ Goal: Save 4 hours this week (cumulative)

### **WEEK 3: Creative & Visual**

- ✓ Create one piece of visual content using Canva AI or DALL-E
- ✓ Build one presentation using Gamma.app
- ✓ Use AI to write social media posts for the week ahead
- ✓ Goal: Save 6 hours this week (cumulative)

### **WEEK 4: Career & Advanced**

- ✓ Apply AI to one major work project or deliverable
- ✓ Update your LinkedIn or CV using AI
- ✓ Identify the 3 biggest remaining time-wasters in your week
- ✓ Goal: Save 10+ hours this week (cumulative)

## CONCLUSION

# You Are Now Ahead of 90% of People

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You have just finished a book that most people will never read — and that puts you in a rare position. You now understand what AI is, what it is good at, which tools to use, and exactly how to get started.

The only thing standing between you and 10 free hours every week is action. Not perfect action. Not even confident action. Just the simple act of opening a chatbot, typing a question, and starting.

The world is dividing into two groups: those who use AI and those who do not. The gap between these groups is growing wider every month. By reading this book and taking action, you have made your choice.

### ■ YOUR THREE COMMITMENTS

1. Start this week — not when you feel ready. Open ChatGPT or Claude today and use it for one task.
2. Be patient with yourself — AI tools take a little practice. Every prompt teaches you something.
3. Keep learning — AI is evolving fast. The people winning are the ones who keep updating their skills.

**Welcome to the future. Now go save yourself some time.**

— *Jabolko Trade*

## BONUS

# Quick Reference Tool Directory

## ■ WRITING & COMMUNICATION

TOOL	WEBSITE	PRICING	BEST FOR
ChatGPT	chat.openai.com	Free/Paid	Best all-around writing AI
Claude	claude.ai	Free/Paid	Excellent for long documents
Grammarly AI	grammarly.com	Free/Paid	Grammar + AI rewriting

## ■ RESEARCH & LEARNING

TOOL	WEBSITE	PRICING	BEST FOR
Perplexity AI	perplexity.ai	Free/Paid	AI search with citations
NotebookLM	notebooklm.google.com	Free	Upload & query your docs

## ■ PLANNING & ORGANISATION

TOOL	WEBSITE	PRICING	BEST FOR
Notion AI	notion.so	Paid	AI notes & project management
Reclaim.ai	reclaim.ai	Free/Paid	Smart calendar protection
Otter.ai	otter.ai	Free/Paid	AI meeting transcription

## ■ CREATIVE & VISUAL

TOOL	WEBSITE	PRICING	BEST FOR
Canva AI	canva.com	Free/Paid	Design everything visually
Gamma.app	gamma.app	Free/Paid	AI presentation builder
DALL-E 3	openai.com	Paid	Photorealistic image creation
Adobe Firefly	firefly.adobe.com	Free/Paid	Professional image AI

## ■ CAREER & PRODUCTIVITY

TOOL	WEBSITE	PRICING	BEST FOR
Jasper	<a href="https://jasper.ai">jasper.ai</a>	Paid	Marketing & business writing
Loom AI	<a href="https://loom.com">loom.com</a>	Free/Paid	AI video summaries
Zapier AI	<a href="https://zapier.com">zapier.com</a>	Free/Paid	Automate tasks between apps

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## About the Publisher Jabolko Trade

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Jabolko Trade is a forward-thinking publishing and solutions company dedicated to making powerful knowledge accessible to everyone. Our mission is simple: Smart Solutions. Real Results.

We believe that information should empower — not overwhelm. That is why every resource we produce is designed to be practical, actionable, and immediately useful, regardless of your background or experience level.

AI Made Simple is part of our growing library of guides built for the everyday professional. Whether you are a freelancer, a business owner, a student, or someone simply looking to work smarter — Jabolko Trade is here to equip you with the tools and knowledge to thrive.

We are committed to quality, clarity, and your success.

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✉ [contact@jabolkotrade.com](mailto:contact@jabolkotrade.com)

■ [www.jabolkotrade.com](http://www.jabolkotrade.com)

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