



FREE SELF-LEARNING GUIDE

10 AI Tools That Can Save You 10+ Hours Every Week

A practical guide to working smarter with AI for business, career, content creation and everyday productivity.

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**BEFORE YOU BEGIN**

This guide is designed to be used, not merely read.

Artificial Intelligence is changing how people research, write, design, communicate and make decisions. The advantage does not come from collecting dozens of AI tools. It comes from knowing which tool solves which problem, giving clear instructions and applying human judgment to the output.

By the end of this guide, you should be able to:

- Understand what different AI tools are designed to do.
- Choose the right tool for a specific task.
- Write clearer prompts that produce more useful results.
- Build an AI-assisted workflow for work or business.
- Recognise what should be automated and what still requires human judgment.

Want structured training and certificates?

Daveka Academy offers practical courses in AI, technology, digital marketing, creative design, business and career development.

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PART 01

Understand AI Before You Use It

The fastest way to waste time with AI is to use it without understanding its role.



What is Artificial Intelligence?

Artificial Intelligence (AI) refers to computer systems designed to perform tasks that normally require aspects of human intelligence. Modern AI can understand written instructions, generate text, analyse information, recognise images, create visuals, transcribe speech, translate languages, summarise documents and assist with code.

Generative AI is especially important because it does not only analyse existing information. It can create new content based on your instruction.

Example:

Explain digital marketing to me as if I am a complete beginner. Use practical examples from a small fashion business and give me a short exercise at the end.

Key idea: AI can become a tutor, research assistant, analyst, writing partner or creative assistant - depending on how you instruct it.



PROMPTING

The Most Important AI Skill: Giving Clear Instructions

The instruction you give an AI system is commonly called a **prompt**. The quality of your prompt strongly influences the usefulness of the response.

A simple framework:

ROLE	Who should the AI act as?
TASK	What exactly should it do?
CONTEXT	What background does it need?
REQUIREMENTS	What conditions must it follow?
FORMAT	How should it present the answer?

Weak prompt:

Write something about marketing.

Better prompt:

Act as a digital marketing strategist. Create a 30-day Instagram content strategy for a Nigerian fashion business targeting women aged 20-35. The objective is to increase enquiries and sales. Include educational, promotional, engagement and testimonial content. Present the result in a table with Content Idea, Format, Caption Direction and CTA.



PART 02

10 AI Tools to Build Into Your Workflow

Use the right tool for the right job, then connect the tools into a repeatable workflow.





TOOL 1

ChatGPT

Best for: Writing, learning, analysis, planning, brainstorming and general productivity.

Practical ways to use it

- Draft documents and proposals
- Create strategies and plans
- Learn unfamiliar topics
- Analyse information
- Generate ideas and first drafts

Try this prompt

Act as a small-business consultant. I have ₦100,000 to market a new online training business in Nigeria. Create a 30-day customer acquisition plan. Prioritise low-cost channels and explain how I should measure each channel.

[EXPLORE AI COURSES](#)

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



TOOL 2

Google Gemini

Best for: Research assistance, brainstorming, writing and work across Google's ecosystem.

Practical ways to use it

- Explain difficult topics
- Compare ideas
- Summarise information
- Generate outlines
- Challenge assumptions

Try this prompt

Teach me customer retention using examples from an online education business. Explain retention rate, churn, acquisition cost and customer lifetime value in simple terms.

LEARN AI SKILLS

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



TOOL 3

Perplexity

Best for: AI-assisted web research, source discovery and rapid topic exploration.

Practical ways to use it

- Find starting sources
- Explore industry trends
- Compare products or concepts
- Locate statistics
- Build a research brief

Try this prompt

What are the major trends affecting online education in Africa? Focus on mobile learning, affordability, digital payments and professional certification. Provide sources for important statistics.

BUILD RESEARCH SKILLS

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



TOOL 4

Canva AI

Best for: Design, presentations, social graphics and fast visual content creation.

Practical ways to use it

- Social-media designs
- Presentations
- Flyers and infographics
- Certificates
- Thumbnails and marketing materials

Try this prompt

Create a clean Instagram carousel explaining five ways small businesses can use AI. Target young Nigerian entrepreneurs. Use minimal text, clear hierarchy and modern technology-inspired visuals.

EXPLORE CREATIVE DESIGN

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



TOOL 5

Microsoft Copilot

Best for: Productivity assistance around documents, presentations, spreadsheets and professional workflows.

Practical ways to use it

- Summarise long reports
- Extract action points
- Draft executive summaries
- Turn notes into structure
- Support business analysis

Try this prompt

Summarise this report for senior management. Focus on performance, major risks, financial implications, actions required and decisions management needs to make.

EXPLORE TECHNOLOGY

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



TOOL 6

Notion AI

Best for: Knowledge management, notes, project documentation and organised work.

Practical ways to use it

- Centralise notes
- Organise projects
- Summarise knowledge
- Create task structures
- Build a personal knowledge hub

Try this prompt

Organise these project notes into Goals, Decisions, Open Questions, Action Items, Owners and Deadlines. Do not invent information that is missing.

BUILD CAREER SKILLS

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



TOOL 7

Grammarly

Best for: Writing improvement, grammar, clarity and tone.

Practical ways to use it

- Review emails
- Improve reports
- Polish proposals
- Check clarity
- Strengthen professional communication

Try this prompt

Review this draft for clarity, grammar and professional tone. Keep my meaning unchanged and flag any sentence that is ambiguous.

IMPROVE PROFESSIONAL SKILLS

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



TOOL 8

Otter.ai

Best for: Meeting transcription and converting conversations into searchable text.

Practical ways to use it

- Capture meeting notes
- Create summaries
- Identify decisions
- Extract action items
- Reduce manual note-taking

Try this prompt

Convert this meeting transcript into professional minutes. Separate Key Discussions, Decisions, Action Items, Owners and Deadlines. Do not invent missing information.

[EXPLORE BUSINESS COURSES](#)

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



TOOL 9

CapCut AI

Best for: Fast video editing, captions and social-media content production.

Practical ways to use it

- Automatic captions
- Editing assistance
- Text-to-speech
- Background removal
- Short-form video production

Try this prompt

Write a 60-second educational video script on three ways beginners can use AI at work. Start with a strong hook, teach three points and end with a simple CTA.

EXPLORE DIGITAL MARKETING

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



TOOL 10

Gamma

Best for: Rapid presentation drafts and visually structured documents.

Practical ways to use it

- Turn outlines into slides
- Create first-draft presentations
- Structure business ideas
- Present research clearly
- Speed up deck creation

Try this prompt

Create a professional presentation outline on how AI is transforming small businesses. Give me a logical slide-by-slide structure and the key message for every slide.

BROWSE ALL COURSES

Productivity principle: use AI for acceleration, then review the output with human judgment before acting or publishing.



PART 03

Turn Tools Into a Workflow

The real productivity gain is not one tool. It is a repeatable sequence of tools.





WORKFLOW

A Practical AI-Assisted Presentation Workflow

1	RESEARCH	Perplexity	Find sources and build a research base
2	THINK	ChatGPT / Gemini	Analyse, challenge assumptions and create an outline
3	DESIGN	Gamma / Canva	Create the first visual draft
4	REVIEW	Grammarly + Human	Correct language, facts, logic and branding

Build a complete skill, not just a shortcut.
Use Daveka Academy learning paths to turn isolated AI tricks into practical, career-ready ability.

[VIEW LEARNING PATHS](#)

10 Ready-to-Use Prompts

1. Learning

Teach me [TOPIC] from beginner level. Assume I have no prior knowledge. Divide it into logical sections, use practical examples and add a short exercise after each major concept.

2. Research

Research [TOPIC]. Explain major developments, important statistics, opportunities, risks and future outlook. Separate confirmed facts from assumptions and identify claims I should independently verify.

3. Content

Act as a content strategist. Create 30 content ideas for [BUSINESS/BRAND] targeting [AUDIENCE]. Divide them into educational, promotional, engagement, authority-building and conversion content.

4. Email

Draft a professional email regarding [SITUATION]. The recipient is [PERSON/ROLE]. My objective is [OBJECTIVE]. Keep it clear, polite and concise.

5. Business Strategy

Act as a business strategist. Analyse this business idea: [IDEA]. Evaluate the customer, problem, solution, competitors, revenue model, marketing channels, risks and first steps.

6. Social Media

Create a 30-day social-media strategy for [BRAND]. Our audience is [AUDIENCE] and objective is [OBJECTIVE]. Recommend content pillars, posting frequency, formats, KPIs and weekly experiments.

7. Meeting Summary

Convert the following transcript into professional meeting minutes. Include objective, key discussions, decisions, action items, owners and deadlines. Do not invent missing information.

8. Presentation

Create a professional presentation outline about [TOPIC] for [AUDIENCE]. The objective is [OBJECTIVE]. Give me a logical slide-by-slide structure with a title and key message for each slide.

9. Critical Review

Critically review the following plan. Do not automatically agree. Identify weak assumptions, missing information, risks, contradictions and opportunities for improvement, then recommend specific changes.

10. Productivity

Act as a productivity consultant. Here are the tasks I perform every week: [TASKS]. Categorise them into automate, accelerate with AI, delegate, keep personal, or eliminate. Explain your reasoning.



RESPONSIBLE AI

Five Rules That Protect Your Work

1. Verify important facts

AI can generate incorrect information confidently. Check claims that affect decisions, money, customers or reputation.

2. Protect confidential information

Do not casually upload passwords, financial credentials, private customer data or sensitive internal material.

3. Verify professional advice

Medical, legal, financial and regulated professional advice requires appropriate qualified review.

4. Review before publishing

Check accuracy, relevance, tone, statistics, spelling, brand fit and whether anything has been fabricated.

5. Keep human judgment in the loop

AI can generate options. People remain accountable for decisions and consequences.

[EXPLORE AI COURSES](#)

YOUR TOOLKIT

Start With the Tools That Match Your Goal

IF YOU ARE...	START WITH...	USE THEM FOR...
Student	ChatGPT / Gemini, Perplexity, Canva	Learning, research, presentations
Content Creator	ChatGPT, Canva, CapCut	Ideation, design, video production
Business Owner	ChatGPT, Perplexity, Canva, Notion	Strategy, marketing, research, organisation
Office Professional	ChatGPT, Copilot, Grammarly, transcription AI	Documents, analysis, meetings, communication

Do not collect AI subscriptions. Build a small toolkit that solves recurring problems.



ACTION CHALLENGE

The 7-Day AI Productivity Challenge

DAY	ACTION
1	Identify three repetitive tasks that consume your time.
2	Practise writing prompts using Role + Task + Context + Requirements + Format.
3	Use AI to accelerate one writing or research task.
4	Use AI to create or improve one visual asset.
5	Build one workflow that combines at least two AI tools.
6	Review everything AI produced and identify errors or weaknesses.
7	Calculate how much time you saved and decide which workflow to keep.

Ready to move from free learning to professional training?

Create your Daveka Academy account and start building practical digital skills with structured courses and certificates.

[CREATE FREE ACCOUNT](#)

Create Your First AI Workflow

My repetitive task:

How long does it normally take?

Which part requires human judgment?

Which part is repetitive?

Which AI tool could help?

My new workflow - Step 1:

Step 2:

Step 3:

Step 4:



YOU HAVE THE TOOLS. NOW BUILD THE SKILL.

Turn AI Knowledge Into Career-Ready Ability

Daveka Academy is built for practical learning. Go beyond scattered tutorials and develop structured skills in Artificial Intelligence, Technology, Digital Marketing, Creative Design, Business & Entrepreneurship and Career Development.

What you can do next:

- Browse professional courses.
- Choose a learning path that matches your goal.
- Learn at your own pace from anywhere.
- Build projects you can apply to real work.
- Earn verifiable professional certificates.

EXPLORE ALL COURSES

CREATE YOUR ACCOUNT

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