



**INO AI LAB**

[ AI EDUCATION • COURSE MATERIAL ]

# AI for Personal Productivity

*Notion AI, Reflect, Granola, Raycast AI*

LEVEL	DURATION	LESSONS
<b>Beginner</b>	<b>2.5 hours</b>	<b>6</b>



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[ LESSON 01 ]

# The Personal AI Stack That Actually Works

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A productivity stack that pays for itself in week one: Notion AI or Reflect for notes + knowledge, Granola or Fathom for meeting transcription, Raycast AI for quick tasks from anywhere on your Mac, Superhuman or Shortwave for email, Motion or Reclaim for calendar optimization. Pick one tool per category. The biggest mistake is using five tools per category and switching between them — choose, commit, and master.

Budget 30 minutes per week to maintain the stack. Update prompts, archive stale notes, prune memory, review what's actually getting used. Tools you don't tend to become digital clutter that drains attention without producing value. The disciplined user with three well-tuned tools always beats the enthusiast with fifteen abandoned subscriptions.

## // KEY TAKEAWAYS

- › One tool per category, mastered.
- › 30 min/week to maintain the stack.
- › Discipline > tool count.

[ LESSON 02 ]

## Meetings: From Time Sink to Source of Truth

Granola, Fathom, Otter, and Read.ai now transcribe and summarize every meeting with action items and decisions auto-extracted. The genuine unlock isn't recording — it's never having to take notes again during a call, which means you actually listen. Combine with a shared 'meeting log' where summaries are searchable across your whole team — institutional memory finally becomes real.

Define what a summary should include. Default summaries are bloated. Customize the prompt: 'Output: 1) decisions, 2) action items with owners and dates, 3) open questions, 4) one-sentence narrative summary. Skip everything else.' This format takes 30 seconds to read and contains everything that matters. Standardize across the team and meetings become assets instead of overhead.

### // KEY TAKEAWAYS

- › Auto-transcription lets you actually listen.
- › Customize summary format; defaults are bloated.
- › Shared meeting log = institutional memory.

[ LESSON 03 ]

## Email Triage in 20 Minutes a Day

Superhuman, Shortwave, and Gmail's own AI now draft replies, summarize threads, and triage based on learned priorities. The workflow that wins: scan AI-prioritized inbox once at 9am and once at 4pm, use AI drafts as starting points (edit, don't accept blindly), and snooze anything that can wait. You can drop email from 2 hours/day to 20 minutes without missing what matters.

Train the priority model on your behavior. The first two weeks are noisy as it learns who matters and what topics need fast responses. Resist the temptation to 'help' by manually re-categorizing everything — let the model observe and converge. By week three, the inbox triage is yours; by month two, it's better than yours and runs without thought.

### // KEY TAKEAWAYS

- › Two batched email sessions per day.
- › Use AI drafts as starting points, not finals.
- › Let priority models converge for 2 weeks.

[ LESSON 04 ]

## Knowledge Management That Doesn't Rot

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The dream of a queryable personal knowledge base finally works. Reflect, Mem, and Notion AI index your notes and answer questions in natural language. The trick is keeping notes atomic (one idea per note), well-tagged, and updated when reality changes. Notes from 2022 that contradict 2026 reality pollute search results — schedule a quarterly review to prune.

Capture everything but link selectively. Use AI to extract entities and suggest links between notes, then approve manually. Auto-linking creates dense, low-signal graphs; curated linking creates the 'second brain' people actually use. The 15 minutes per week you spend curating is the difference between a useful knowledge system and a digital landfill.

### // KEY TAKEAWAYS

- › Atomic notes + good tags = queryable brain.
- › Prune contradicted notes quarterly.
- › Curate links manually; auto-linking creates noise.



[ NEXT ]

# Keep Going

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You've completed this course material. The real learning starts when you apply what you've read. Pick one idea from this PDF and run a small experiment this week. Document what worked and what didn't. Share your findings with the community.

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