

5 AI habits starter kit

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Most people use AI to write emails. That is it. These five habits are what actually change your output. Each one comes with the exact prompt I use so you can start today, not someday.

THE 5 HABITS

- 1 Let AI plan your day: paste your full task list and your energy level, it builds the order, you just execute. You stop spending 20 minutes deciding what to do first.
 - 2 Automate your biggest time sink: find the one task you do manually every single day, build a Make or Zapier workflow once, that task never touches your hands again.
 - 3 Use AI as a thinking partner: stop asking it to write things, dump your problem and ask it to challenge you, ask what am I missing and what is the weakest part of this, your decisions sharpen fast.
 - 4 Build a second brain: every note, idea, article, and resource goes into Notion, let AI surface the right thing when you need it, your knowledge compounds instead of disappearing.
 - 5 Replace your morning scroll with an AI brief: set up a 3 minute daily digest with your top priorities, calendar, and one key insight, skip the noise entirely.
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ONE PROMPT PER HABIT

Copy the prompt for the habit you want to start with. Replace the brackets. Paste into Claude or ChatGPT.

HABIT 1: PLAN YOUR DAY

You are a productivity assistant helping me structure my day.

My task list:

[paste all tasks here]

Context:

- Energy level today: [low / medium / high]
- Top priority: [one thing that must get done]
- Available hours: [how many hours you have]

Task:

1. Order these tasks from highest to lowest priority given my energy level.
2. Group similar tasks to reduce context switching.
3. Flag anything that could be cut or pushed to tomorrow.

Output: a numbered daily schedule I can follow immediately.

HABIT 2: AUTOMATE YOUR BIGGEST TIME SINK

You are an automation expert helping me identify what to automate first.

Here are the manual tasks I repeat every day or week:

[list your repetitive tasks]

Context:

- Tools I use: [email, Notion, Slack, CRM, etc.]
- I have access to: [Make / Zapier / both / neither]

Task:

1. Rank these tasks by automation potential based on time saved vs setup effort.
2. For the top task, describe the exact workflow step by step.
3. List the specific triggers and actions I need to configure.

Output: the one workflow I should build this week.

HABIT 3: USE AI AS A THINKING PARTNER

You are a sharp thinking partner, not a writer. Your job is to challenge my thinking, not agree with me.

Here is my idea or problem:

[describe what you are working on]

Task:

1. What are the three weakest assumptions I am making?
2. What is the most likely way this fails?
3. What would someone who strongly disagrees say?
4. What am I not considering?

Do not soften your feedback. I want the honest version.

HABIT 4: SEARCH YOUR SECOND BRAIN

You are my knowledge assistant. I will give you context from my notes and you will help me find what I need.

Context from my notes:

[paste relevant notes or ideas from Notion here]

I am looking for:

[describe what you need to find or synthesize]

Task:

1. Surface the most relevant pieces from the context above.
2. Summarize the key insight in two to three sentences.
3. Suggest one related connection I may have missed.

Output: a short synthesis I can act on immediately.

HABIT 5: MORNING AI BRIEF

You are my morning briefing assistant. Give me a focused brief to start my day in under 3 minutes.

Context:

- Today's date: [date]
- Top 3 tasks for today: [list]
- Calendar events: [list meetings and times]
- Current main goal: [one sentence]

Task:

1. Identify the single most important thing I need to protect time for today.
2. Flag any conflicts or things I should handle before 10am.
3. Give me one sharp question or insight to carry into the day.

Keep the entire brief under 150 words.

Questions? Reply to the newsletter or reach out via email.

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