



NOVABYTE AI SUCCESS SERIES

The 30-Day AI Plan

One month of small daily steps that turn everything in this book into the way you work.

- Week 1** Foundations — install the two reflexes everything stands on: structured asking and routine verifying.
- Week 2** Seven Tasks in Seven Days — one everyday task per day from part iv.
- Week 3** Systems — the single tasks become machinery.
- Week 4** Make It Yours — run the whole system at once, and write down what you've become.

Three-minute setup before Day 1: create three notes — a Time Log (task · old time · new time), a Template Library, and an Inbox note. That's the whole infrastructure.

Install the two reflexes everything stands on: structured asking and routine verifying.

1

The verification habit first. Ask AI five factual questions from your field, then verify each against a trusted source. Find its mistakes on purpose.

2

Pick your daily driver. Choose one general assistant and use it for everything this week.

3

R-T-C-F drills. Take three lazy requests and rebuild them with Role, Task, Context, Format. Compare.

4

The Productivity Loop on one small task, end to end. Save the refined prompt — your Template Library's first entry.

5

Tone and format control. Practise steering a draft: 'warmer', 'firmer', at 50/100/200 words.

6

Catch-up and explore a feature you haven't tried (voice, images, a longer document).

7

Weekly review: what worked, what felt awkward, what's in the library.

Seven Tasks in Seven Days

One everyday task per day from Part IV. Use the workflow, save the prompt, log the time.

8

Email: work one real inbox batch the new way.

9

Meeting notes: turn one real meeting or voice note into minutes.

10

Report section: one section, your data only, every number verified.

11

Presentation: outline and draft one talk, one idea per slide.

12

Excel: solve one real formula by describing your columns.

13

Brainstorm or translate: whichever fits a real task today.

14

Weekly review, and log the week's time saved.

The single tasks become machinery.

15

Task audit: list repeating tasks, compute yearly hours, rank them. Pick a week-4 automation candidate.

16

Template sprint: turn your five most-used prompts into fill-in-the-blank templates.

17

Second brain, one project: inbox note, first one-pager, one retrieval question with the source-line rule.

18

Daily Planning Method, first run: morning brief before email, one focus block, evening review.

19

Daily method, second run — plus the midday checkpoint when reality intervenes.

20

Specialty day: the Part V–VII chapter closest to your life. Twenty minutes on its Action Challenge.

21

Weekly review, plus: ask AI to read three weeks of logs and name your patterns.

Run the whole system at once, and write down what you've become.

22–26

Full-system days: morning brief, focus blocks, templates, inbox note, evening review. Five ordinary days, worked the new way.

27

Semi-automate your week-3 candidate: machine drafts, you review and send. Set a Friday review reminder.

28

Prune: delete templates you never use; sharpen the ones you do.

29

Write your one-page 'how I work with AI now' — your rules, your best prompts, your red lines.

30

Final review: tally time saved, name what stuck, and set next month's one improvement.