

AI Productivity Toolkit — Read Me First

Practical AI workflows and prompt templates for Kiwi SMEs (save time without losing quality).

AI is most useful when it becomes a simple daily habit — not a big ‘project’. This toolkit gives you a safe, practical way to use AI for writing, admin, planning, customer communication, and systems.

Outcome (what you’ll have completed)

- A safe ‘AI usage rule’ for your business (what to share and what not to share).
- A 15-minutes-a-day routine for quick wins.
- A prompt library you can copy/paste for common SME tasks.
- A workflow to turn meetings into actions and SOPs.
- A tracker workbook to standardise prompts, measure time saved, and improve outcomes.

Recommended order

Step	Tool	Why it matters	Time
1	AI Safety + Privacy Rules (Lite)	Protects customer data and reduces risk.	15 mins once
2	AI in 15 Minutes a Day Plan	Builds habit and quick wins.	15 mins/day
3	Prompt Library (Copy/Paste)	Gives you proven prompt structures.	30 mins once
4	Meeting Notes → Actions Workflow	Stops meetings being forgotten.	10 mins/meeting
5	SOP Builder Prompt Pack	Turns tribal knowledge into repeatable systems.	30–60 mins/SOP
6	Prompt + Workflow Tracker (Excel)	Makes AI repeatable, measurable, and shareable.	30 mins setup

The golden rule

AI is a drafting assistant. You are the editor. Always review for accuracy, tone, pricing, and promises.