SAMPLE

Excerpt from: The AI Productivity Playbook for Remote Workers

This sample shows the first 3 page(s) of the full 50-page product.

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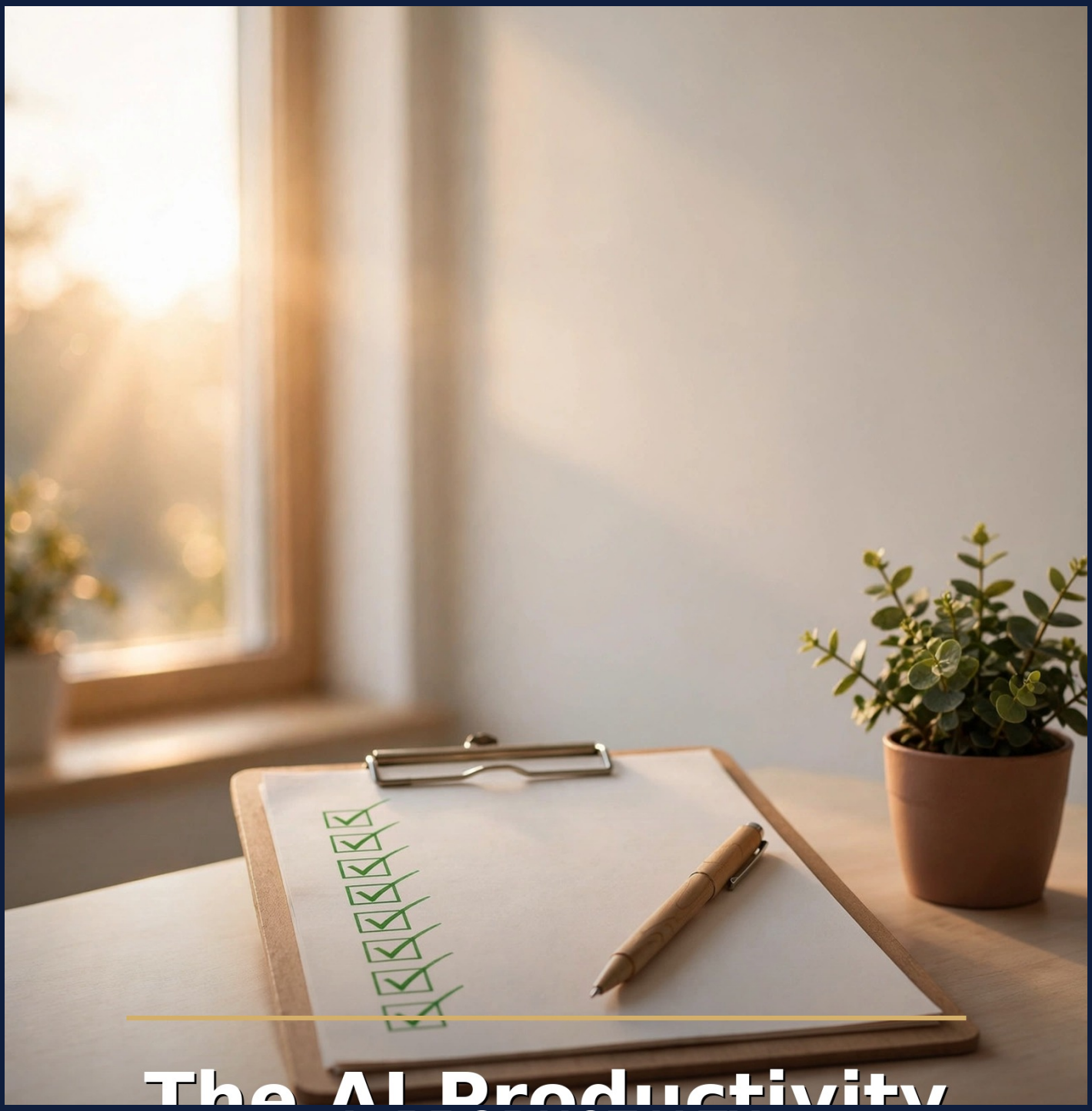
SKILLQUESTERS



The AI Productivity

AI PRODUCTIVITY PLAYBOOK

For remote workers

2026 expanded edition

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How To Use This Playbook

Work smarter from anywhere

Remote work gives you freedom — and a flood of messages, meetings, and shallow tasks. AI tools can take a big bite out of that workload: drafting, summarizing, researching, and automating the repetitive parts of your day.

This playbook is a practical system: choose the right tools, write prompts that actually work, build repeatable workflows for writing, meetings, code, design, and automation — and do it all without leaking sensitive data.

- **Part 1 — Foundations:** mindset, what AI can/can't do, and choosing your tool stack.
- **Part 2 — Prompt Engineering:** the skill that makes every tool 10x more useful.
- **Part 3 — Writing & Communication:** emails, docs, async updates.
- **Part 4 — Meetings:** prep, notes, follow-ups, async standups.
- **Part 5 — Research & Learning:** research assistant workflows and faster skill-building.
- **Part 6 — Coding & Technical:** code assistants, debugging, documentation.
- **Part 7 — Design & Creative:** AI-assisted design and content workflows.
- **Part 8 — Automation:** find and build automations that save hours weekly.
- **Part 9 — Security & Privacy:** what never goes into AI tools.
- **Part 10 — Systems:** daily routine, measurement, and your 30-day challenge.

WHY IT WORKS: *AI is a leverage tool, not a replacement for judgment. The remote workers who benefit most use AI for the first 80% (drafting, summarizing, exploring) and apply their own expertise for the final 20% (decisions, nuance, relationships).*

Your turn:

My role / main tasks:

Hours lost weekly to repetitive work (estimate):

AI tools I already use:

Biggest productivity pain point:

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