

THE TASK	THE TOOLS
 Generating content • Written communication • Visuals and presentations • Multimedia content	• ChatGPT • Jasper AI • Wordtune • Canva • DALL-E • Pictory • Synthesia
 Uncovering data insights • Analyzing data to derive insights • Collating data into dashboards or visualizations • Recognizing patterns in data • Performing predictive analytics	• ChatGPT • IBM Watson Analytics • BigML • Tableau with Einstein Analytics • Google Data Studio • MonkeyLearn
 Extracting and summarizing information • Extracting key data and essential information • Creating summaries for quick overviews • Identifying insights to inform decision-making	• ChatGPT • Tableau with Einstein Analytics • MonkeyLearn • SummarizeBot • GPT-3 API
 Automating and optimizing • Automating interview coordination, response handling, onboarding, payroll, and performance reviews • Document management • Leave and attendance management • Personalizing routine employee communications	• Calendly • Google Calendar's AI Scheduling • Mail Merge with Google Sheets • Grammarly • ChatGPT • DocParser • DocuSign • Zapier • Microsoft Power Automate • LeaveBoard • Soho People • Lattice • 15Five • Tidio • Drift AI Chatbot



Enhancing productivity

- Prioritizing tasks
- Managing deadlines and calendars
- Streamlining project management
- Automating reminders
- Scheduling meetings and interviews
- Taking notes
- Creating follow-ups
- Generating documents and responses
- Conducting high-level research
- Making recommendations

- [ChatGPT](#) integrated with [Notion](#) or [Trello](#)
- [Microsoft Outlook My Analytics](#)
- [Asana](#)
- [x.ai](#)
- [Clockwise](#)
- [Otter.ai](#)
- [Canva](#)
- [Google Gemini](#)
- [Perplexity](#)

Best practices for using AI tools

1

Define clear objectives.

Be specific about what you need AI to achieve.

2

Use detailed prompts.

The more context and details you provide, the better.

3

Review outputs carefully.

Always check AI-generated content for accuracy and relevance.

4

Personalize the content.

Adapt AI outputs to align with your audience's needs and your organization's voice.

5

Integrate with tools.

Connect AI with other software to streamline workflows and improve efficiency.

6

Maintain data privacy.

Ensure that any data shared with AI complies with privacy standards.

7

Stay informed on AI updates.

Regularly learn about new features to maximize AI's potential.