Slide 1

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AI Tools for Productivity & Organisation

Joanne O'Brien

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Slide 2

AI Tools -Productivity & Organisation

Widely accessible, easy-to-use, and practical tools that you can try out

The rise of AI: from buzzword to everyday assistant

How AI helps us **work smarter, not harder**

Today's focus:
- ❖ Streamlining tasks & projects
- ❖ Improving writing & communication
- ❖ Smarter meetings & scheduling
- ❖ Organising knowledge & files

I hope you leave with practical tools you can start using immediately

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Slide 3

Meeting Productivity: Otter AI

The Number 1 AI Meeting Agent

Get live transcripts, automated summaries, action items, advanced AI templates, and use AI Chat to get answers from your meetings.

That's how you meet smarter, not harder.

Let's take a look…… https://otter.ai/

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Slide 4

Writing & Communication: Grammary

Responsible AI that ensures your writing and reputation shine

Work with an AI writing partner that helps you find the words you need—to write that tricky email, to get your point across, to keep your work moving.

Many valuable FREE tools with this one.

Let's take a look https://www.grammarly.com/

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Time Management: Reclaim AI

Protects focus time for deep work

Auto-schedules and reschedules tasks

Builds flexible routines and habits

Finds optimal meeting times & links

Adds buffers between meetings and tasks

Tracks time with productivity insights

Syncs across multiple calendars & apps

Adapts automatically to schedule changes

Let's take a look https://reclaim.ai/ .

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Task & Project Management: Trello AI

From message to action

Quickly turn communication from your favorite apps into to-dos, keeping all your discussions and tasks organised in one place.

Show video https://trello.com/tour

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File & Knowledge Management: Evernote AI

Improve your notes and simplify your workflows:

Create summaries based on your audience. Generate summaries of varying length and formatting based on your needs (bullet lists, emails, social media-ready captions).

Fix common mistakes. Correct spelling, punctuation, and capitalisation.

Get help with your writing. Make your storytelling shine with tailored introductions, conclusions, and titles.

Translate into 15 languages.

https://evernote.com/blog/ai-edit

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Brain Storming: Whimsical

Brain Storm to solve challenges, produce solutions or just organise your thoughts.

Generate diagrams, brainstorm ideas, and summarise information in seconds.

https://whimsical.com/ai

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Canva Does So Much More…

Magic Write: AI writing assistant for text, captions, and content

Text to Image (Magic Media): generate images from prompts

Magic Edit / Eraser / Grab : remove, replace, or move objects in photos

Magic Expand: extend backgrounds or fill missing areas

Magic Animate/Morph: add animations and transitions automatically

Magic Design: create layouts or presentations from a prompt

Magic Switch: resize/adapt designs for different platforms

AI Voice & Text-to-Speech: add narration to videos and presentations

AI Video Tools: generate or enhance video clips from text/voice

Multilingual AI: supports many languages and locales

AI Apps & Plugins: extend functionality with third-party AI apps

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Risks & Limitations of AI Tools

Accuracy & Reliability: AI outputs may contain errors or misleading information

Overdependence: risk of reduced critical thinking and creativity

Data Privacy & Security: sensitive information may be exposed

Bias & Fairness: AI may reflect or amplify existing biases in data

Copyright & Originality: uncertainty over ownership of AI-generated content

Cost & Access: advanced features often locked behind paid plans

Integration Issues: AI may not align smoothly with existing workflows or tools

Ethical & Compliance Risks: potential misuse or regulatory challenges

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Key Takeaways

AI tools can save time & reduce overwhelm

Start small: adopt one or two tools and build habits

Remember: AI is not here to replace you, but to amplify your productivity

Try, Test, and Tweak
The best AI tool is the one that fits seamlessly into your workflow.

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THANKS!

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