

# AI Tools for Productivity

The information provided in this handout is accurate as of March 2024. AI tools and their functionalities are subject to change. Please refer to the official websites of the respective tools for the most up-to-date information. This handout is for informational purposes only. The author is not affiliated with any of the AI tools mentioned, nor does the inclusion of a tool imply endorsement. The descriptions of AI tools are brief and intended for general understanding. Users should conduct their own research to assess the suitability of each tool for their specific needs. Users should exercise caution and adhere to the terms of service and privacy policies when using AI tools. Some tools may require subscription fees or have limitations on free usage.

Task/Attribute	Source	Description
Free Courses on AI & AI Tools	Coursera	AI For Everyone
	Google	Introduction to Generative AI
	Memrise	Language learning with memory techniques.
Photo Generation	DALL-E	Generates images from textual descriptions.
	Stable Diffusion	Creates realistic images from text descriptions.
	DeepArt	Transforms photos into artworks using AI.
	Prisma	Photo editor that applies artistic filters.
	Midjourney	Generates images from text and visual references.
Video Generation	Synthesia	Creates realistic videos from text.
	Runway ML	Creative platform for video and other media generation.
	Lumen5	Converts text into engaging video content.
	Descript	Video editing with AI-powered features.
	Pictory	Turns articles and text into video summaries.
Caption Automation & Transcription	Otter.ai	Transcribes conversations in real time.
	Rev	Offers transcription and captioning services.
	Happy Scribe	Transcribes audio and video files.
	Sonix	Automatic transcription and translation service.
	Trint	Transcribes audio and video files into editable text.
Graphic Design	Canva	Design tool with AI-powered features.
	Adobe Spark	Create graphics, web pages, and videos with AI assistance.
	Visme	Design presentations, infographics, and more with AI.
	Crello	Graphic design tool with AI-powered features.
	Looka	AI-powered logo and brand design tool.

Task/Attribute	Source	Description
<b>Task Management</b>	Asana	Project and task management tool with AI features.
	Trello	Collaboration tool with AI-powered automation.
	Monday.com	Work operating system with AI-driven insights.
	Todoist	Task manager with AI-powered features.
	ClickUp	Productivity platform with AI-powered automation.
<b>Scheduling</b>	Reclaim.ai	AI-driven time management and scheduling tool.
	Clockwise	Optimizes team schedules using AI.
	x.ai	AI scheduling assistant for meetings.
	Calendly	Scheduling tool with AI-powered features.
	Acuity Scheduling	Online appointment scheduling with AI.
<b>Email Management</b>	SaneBox	Email management tool that uses AI to filter messages.
	Boomerang	AI-powered email scheduling and follow-up reminders.
	Mailbutler	Email productivity tool with AI features.
	Newton Mail	Email app with AI-powered features like read receipts.
	Spike	Conversational email with AI-powered features.
<b>Presentation Creation</b>	Beautiful.ai	AI-powered presentation tool.
	Visme	Design presentations, infographics, and more with AI.
	Prezi	Presentation software with AI-powered features.
	Slidebean	AI-driven presentation design tool.
	Powtoon	Create animated videos and presentations with AI.
<b>Social Media Management</b>	Buffer	Social media scheduling with AI-powered insights.
	Hootsuite	Manage social media with AI-powered analytics.
	Sprout Social	Social media management with AI-driven insights.
	Later	Social media scheduling and analytics with AI.
	Zoho Social	Social media management tool with AI features.
<b>Document &amp; Text Summarizers</b>	QuillBot	Offers multiple modes for customization in summarization.
	Scribbr	Special academic content with citation & plagiarism tools.
	Paraphraser.io	Focuses on paraphrasing with a secondary summary feature.
	PopAI	Includes a variety of writing assistance tools.
	TLDR This	Simple interface for quick document summaries.