

10 Ways to Supercharge Your Productivity with AI

A guide brought to you by the Sololearn team.



Getting started

In today's fast-paced world, maximizing efficiency can feel like a constant battle. With some AI literacy and the right tools, you can streamline your workday and free up valuable time and energy. Here's our guide to 10 ways to boost your efficiency with AI along with some of our favorite tools.



What is covered in this guide

- 1 Scheduling meetings
- 2 Taking notes and writing summaries
- 3 Writing emails
- 4 Correcting grammar and tone
- 5 Prioritizing inbox messages
- 6 Working with spreadsheets
- 7 Researching and learning
- 8 Generating graphics
- 9 Creating copy
- 10 Localizing and translating

New GenAI in Practice course launching soon!

Our practical AI course comes with bite-sized, hands-on lessons and real-world exercises that fit any busy schedule. Sign up for our April launch, if you haven't already!

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1. Make scheduling easier

Leave the message threads and rescheduling behind! AI scheduling tools are here to help you optimize your calendar. With a variety of AI scheduling tools catering to different scheduling needs, selecting the perfect one can be challenging. Here are some of our highlights to help make choosing easier:

- [Clockwise](#) automatically updates your calendar each day according to your preferences and can sync calendars across a whole team, ensuring meetings are always at an ideal time for everyone
- [Motion](#) builds and updates your schedule to ensure that your meetings and tasks aren't competing for time
- For Android smartphone users, Gemini from Google can help manage your calendar effectively

Pro tip

If you work for a medium or large business, you likely have access to Google Workspace or Microsoft Office packages. Speak with your IT department to activate any features you're not yet using.



2. Automate meeting notes and summaries

Make your meetings more efficient by focusing on the discussion, not the notes. Using AI tools for note-taking and summarizing can make your meetings more meaningful and impactful. Here are some ways to supercharge your meetings with AI:

- Try using [Krisp](#) for both boosting your audio quality and automatic note-taking
- In customer-facing roles, [Fathom](#) can help automatically sync conversation notes to your CRM
- If you need to go beyond note-taking and also need high-quality summaries, try [Supernormal](#)

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3. Write emails more easily

AI-powered writing tools can help you quickly craft and edit professional communications. Knowing the best practices for using these tools can dramatically improve your workflow.

You can use tools like [Gemini](#), [ChatGPT](#), or [Copilot](#) to create an email template. Explain the email's purpose with some basic context and directions on tone of voice, and ask the tool to make any necessary updates.



Example:

Write an email template to welcome a new employee to my team and introduce them to the different programs that we use. Add the [tech stack]

Important:

Make sure not to include any personal or confidential information when prompting AI tools and to double check all the information.

4. Correct your grammar and tone

One of the best features of modern AI tools is their ability to read and analyze text. Using AI as an editing assistant is one of the easiest ways to speed up the writing process. AI can help catch mistakes or suggest improvements while you write, taking your writing to the next level.

- [Grammarly](#)'s assistant feature can highlight and reword sentences, as well as keep a professional glossary
- [ProWritingAid](#) can help boost your confidence and enhance your writing
- [Gemini](#), [ChatGPT](#), or [Copilot](#) can also help edit your writing



Example:

"[Your sentence goes here.]" Analyze the sentence and fix any grammar errors, then make the tone more professional.

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5. Prioritize your inbox

Cut through the clutter with AI and make managing emails easier. These tools can help you prioritize messages in your inbox and respond to the most relevant messages faster.

- Try using SaneBox to organize your inbox and prioritize important messages
- If you're looking for a full suite of AI tools for your inbox, try [Mailbutler](#)

Both tools integrate with Outlook and Gmail.

6. Simplify your work in spreadsheets

AI tools like Gemini and Copilot were made to level up your data skills. Need to figure out what spreadsheet formula to use? Tell one of these AI assistants, and they'll figure it out for you.

- Try using [Gemini](#) from inside Google Sheets using [this add-on](#) or GPT plug-in
- Or, if you're a Microsoft Excel user, try using the new [Copilot](#) feature



As a **Marketing Manager** you can write 500 social media captions at once



As an **Analyst** you can auto-generate dozens of memos from your insights



As a **Researcher**, you can quickly summarize thousands of survey responses

Other ways to use AI in spreadsheets and Excel

- Format cells
- Generate formulas
- Analyze large sets of data
- Categorize data
- Write text
- Answer questions
- Extract information from source material
- Summarize all survey results

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7. Change the way you research and learn

Are you looking to learn about something? Using AI effectively can streamline your research process by helping you choose more effective sources to read. AI tools can analyze lengthy documents, provide concise summaries, and even answer questions about the contents of documents, helping you find the information you're looking for faster.

- Try using [Consensus](#) to ask questions and quickly find academic sources
- For quickly extracting key information from sources, try [Genei](#)
- You can also use [Gemini](#), [ChatGPT-4](#) (paid plans only), or [Copilot](#) to quickly gather information and answer questions

 **Example:**
Give me a brief timeline of the evolution of AI technology in 10 bullet points or less.



Midjourney - By niccccccc219



Midjourney - By lonelyboy23_723

8. Generate graphics

AI-powered image creation and editing tools have taken the world by storm. From Google's Magic Eraser to Adobe's Generative Fill, graphic design professionals and everyday people alike are all using AI to enhance their images. Canva and Adobe Spark also offer AI tools for quickly creating new graphics for a wide variety of uses — drafting, refining, and editing images now only takes a few seconds!

- Explore [Canva](#)'s Magic Design tool to quickly create unique graphics and designs
- Try an image generator like [Midjourney](#) to create beautifully composed images in a wide variety of styles

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9. Create copy

Using AI as a brainstorming partner can help break down writer's block, accelerate the copywriting process, and boost your creativity. Chatting with an AI assistant can quickly get you on the right track.

Try out the following techniques for using [Gemini](#), [ChatGPT](#), or [Copilot](#):

- Ask for content prompts on a specific topic to get the ball rolling
- Generate some creative headlines
- Feed it your ideas and ask for an outline



Example:

Help me brainstorm 3 writing prompts for a blog post about different types of coffee. Include some common questions that people might have.

10. Translate and tailor language

Generative AI tools can quickly edit something you've written for a different audience, or even produce a language translation that suits different cultural contexts. By using some simple and effective prompting techniques, you can customize your messages to better fit your different audiences.

Try out the following techniques for using [Gemini](#), [ChatGPT](#), or [Copilot](#):

- Try prompting [Copilot](#) or [Gemini](#) with a paragraph. Ask for a translation, and to change the cultural context
- Use tools like [Heygen](#) or [Rask.ai](#) to localize videos and subtitles, ensuring the right accent, voice cloning, and even lip sync
- If you need to localize your website design, you can use one of the localization plugins available for Figma - for example, [Lokalize](#)



Example:

Change the cultural context of this quote from NYC to Havana and translate it into Cuban Spanish: "Start your morning right with a selection of fresh bagels and a walk along the Hudson River!"

Thank you for reading!

We look forward to having you in our GenAI in Practice course this April.

Our course will help you master AI and get the most out of your workday with **easy, bite-sized lessons** and **practical, real-world exercises** that will future-proof your skills for the AI era.

Feel free to share this guide with coworkers and friends!

Join the waitlist

(If you haven't already!)

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