

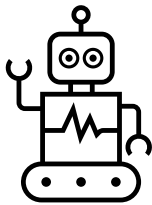
Quick Basics on Workplace AI Productivity

Featuring MS Copilot, Google Gemini, & Claude

Understanding and Using Artificial Intelligence for Enhanced Personal/Professional Productivity



Program led by **Randy Dean, MBA, CVP**
The E-mail Sanity Expert®



200-word Description:

How would you like to never suffer through “writer’s block” ever again? Or make much more thorough plans for just about any project or activity in seconds? Or be much better able to handle your email and info overload? (Or even write your next resumé with your voice!) In this session, led by Randy Dean, MBA: The E-mail Sanity Expert(R), you will learn immediately-usable tips for integrating popular AI tools into your suite of productivity tools, with a strong focus on Microsoft Copilot, Google Gemini and Anthropic’s Claude (although many of these tips also work with ChatGPT and other popular AI tools).

Learn how to draft e-mails and documents in seconds; summarize incoming messages, files, and even full books in seconds; enhance and improve project/task planning, improve staff management and coordination, conduct topic-based research, generate images -- even make your messages more polite and professional! You will also see how Microsoft Copilot integrates directly inside of popular 365 tools like Word, Excel, and PowerPoint to enhance productivity right in those programs, and discuss how similar capabilities are now being offered in Google Workspace tools with Gemini. And, see how Claude’s new “Cowork” tool can allow you to build automated multi-step “assistant” apps without knowing code! We’ll even share a few important “watch outs” to help reduce some of the risks and dangers of using these AI tools. Finally see and understand what all of the hype is about and start using AI to enhance your personal and team productivity today.

Key Learning Points:

- Learn where and how to access popular AI tools like Microsoft Copilot, Gemini, and Claude on the web
- Understand how to use prompts and re-prompts to quickly get the output you desire from these tools
- Generate first drafts of e-mails, documents and even PowerPoints in seconds -- and improve them quickly – no more “writer’s block”!
- Summarize received messages, message chains, documents, files, PDFs, presentations, and even full-length books in mere seconds – handle that info overload better!
- Enhance personal/project planning through the use of AI to improve/supplement existing or planned projects and activities – no more “blind spots” or “group think”
- Conduct initial research on topics using the full power of the internet in mere minutes vs. hours doing it on your own (and be aware of some of the risks involved with using the output of that research)
- See how Microsoft Copilot integrates right into several popular 365 tools to greatly enhance office productivity (Word, Excel, PowerPoint, and more ...) with similar capabilities in Google Gemini
- See how Claude can even help you build “automation agents” to streamline your workflow without code!
- Learn about exciting automation tools coming online now as well as some AI-powered tools beyond Copilot, Gemini, and Claude for certain specific actions and activities
- Discuss possible risks and “watch outs” to make your personal use of these tools safer and more accurate

NOTE: Internet connection requested as presenter does live demos in these AI tools

100 Word Description:

Learn immediately-usable tips for integrating popular AI tools into your suite of productivity tools, with a strong focus on Microsoft's Copilot AI (although many of these tips also work with Gemini, ChatGPT, and other popular AI tools). Learn how to quickly draft e-mails and documents; summarize incoming messages, files, and even full books in seconds; enhance your project/task planning, improve staff management/coordination, conduct topic-based research, generate images -- even make your messages more polite and professional! You will also see how Copilot integrates with popular 365 tools like Word, Excel, and PowerPoint to enhance productivity directly inside these programs.

3 Bullet Points:

- Understand how to use prompts and re-prompts to quickly refine your effort and get the output you desire from these tools
- Generate first drafts of e-mails and documents and also summarize received messages, documents, files, presentations, and even full-length books in mere seconds
- Enhance your planning on personal and professional projects through the use of AI to improve/supplement existing or planned projects and activities