AI TOOLS

FOR ADMINISTRATIVE PROFESSIONALS

AI
TOOLS

VIRTUAL ASSISTANTS

- AMAZON ALEXA
- APPLE'S SIRI
- GOOGLE ASSISTANT
- MICROSOFT CORTANA
- SAMSUNG BIXBY

AI-powered virtual assistants assist with a variety of tasks, including managing calendars, booking travel, setting reminders, and answering queries, each integrated into their respective ecosystems to enhance user productivity and organization.

AI TOOLS

MEETING SCHEDULING

CLOCKWISE

Clockwise is an AI-powered tool that automates calendaring, calculating optimal times for meetings, tasks, and deep work based on individual preferences.

CABINET

Cabinet is a scheduling tool specifically designed for executive assistants and administrative professionals, saving significant time in meeting scheduling.

AI
TOOLS

EMAIL MANAGEMENT

SANEBOX

SaneBox is an AI tool that helps declutter inboxes and drive focus by automatically sorting emails and identifying important ones.

BOOMERANG

Boomerang is a productivity tool for email management, offering features like email scheduling, reminders, and response tracking, and includes a machine learning feature called "Respondable" for email content analysis.

AI
TOOLS

TRANSCRIPTION TOOLS

OTTER.AI

Otter.ai is an AI transcription tool that assists with note-taking, audio recording, transcribing notes, and producing key takeaways.

TRINT

Trint is an AI transcription tool more suited for creating transcripts of audio and video files.

AI TOOLS

DATA ENTRY
+
ANALYSIS

EINSTEIN (BY SALESFORCE)

Einstein AI, integrated into Salesforce, enhances workflow and data analysis by creating customizable, predictive, and generative AI experiences within the CRM platform.

IBM WATSON

IBM Watson Analytics is a smart data analysis and visualization service that enables users, including administrative professionals, to quickly discover patterns and meanings in their data.

AI
TOOLS

EXPENSE REPORTS

EXPENSIFY

Expensify is an AI tool that simplifies the process of creating expense reports, tracking receipts, and managing expenses.

AI TOOLS

RESEARCH

CHATGPT

ChatGPT, developed by OpenAI, assists administrative professionals by answering questions, providing information, streamlining communication, summarizing data, generating reports, and offering customer support.

BARD

Bard, an AI tool developed by Google, is designed to generate human-like text based on user prompts, facilitating creative content creation, answering questions, and assisting with a variety of tasks through its advanced language understanding capabilities.

Turn Your Tech Stress Into **TECH SUCCESS** With Our Dedicated Course For Administrative Professionals!

LEARN MORE

DIGITAL EFFICIENCY
FOR ADMINISTRATIVE EXCELLENCE