

AI Tools

Sesame - <https://www.sesame.com/> - personal AI agent

Suno - <https://suno.com/> - create AI-generated music.

Microsoft Copilot - <https://copilot.microsoft.com/>
[Copilot Learning Hub](#) - learn how to use Microsoft CoPilot

Claude - <https://claude.ai/> - especially great for writing and travel planning
[Anthropic Academy](#) - AI learning resources from the company that makes Claude

Notebook LM - <https://notebooklm.google/> - great for pulling information from sources you choose. Use to create a briefing doc, study guides, FAQs, and a podcast)
[See a sample notebook here that you can test out](#), and watch a [video overview here](#).

Perplexity - <https://www.perplexity.ai/> - great for research. Click the globe icon at the bottom of the prompt input box to select which sources you want Perplexity to use - the web, academic papers, social media, and/or SEC filings.
[What you need to know to get started with Perplexity](#)

ChatGPT - <https://chatgpt.com/> - great all-around AI tool.
[How to stop your chats from being used to train ChatGPT](#)
-Set up [custom instructions](#) to share anything you'd like ChatGPT to consider in its response (such as what you want it to call you, the tone you'd like it to use, your profession, etc.)

A few features to explore if you upgrade to a [ChatGPT Plus plan](#) (\$20/mo):
-[Creating a custom GPT](#) - custom versions of ChatGPT that you can tailor for specific tasks or topics by combining instructions, knowledge, and capabilities; for example, a personal trainer GPT, an executive coach GPT, etc. Or explore pre-made [GPTs here](#).
-[Projects](#) - keeps everything related to a long-running effort in one place by grouping together chats, uploaded reference files, and custom instructions

Grammarly - <https://app.grammarly.com/> - AI writing assistance.
[Opt-out of allowing Grammarly to use your content](#)

Sample Prompts

Meeting Minutes: Turn on transcription in your ZOOM or Teams meeting, or use the Live Transcribe app on your phone. Upload the transcript to ChatGPT, and prompt: Create meeting minutes and action items only from the transcript provided. Do not include outside information, assumptions, or interpretations that are not explicitly stated in the transcript. Summarize discussion points accurately and neutrally. Action items should clearly list who is responsible (if mentioned) and what the next steps are. If something is not in the transcript, do not add it.

Writing: Write a short email to Ken, someone I met at a networking event and chatted with about my Rotary Club. The email should tell him a little more about Rotary and invite him to attend a meeting as my guest.

Meal Planning: Take a photo of the contents of your refrigerator and upload it to ChatGPT. Prompt: Based on the ingredients visible in this photo of my fridge, suggest a few recipes I can cook for dinner. Include step-by-step instructions for each recipe.

Meal Planning: Upload your recent grocery receipts and prompt: From the uploaded receipts, recommend a meal plan for the rest of the week in a day-by-day calendar format. Add missing items to a shopping list. I'd like to email the shopping list to myself.

Cocktail Recipes: Upload a photo of your bar cart or liquor cabinet. Prompt: Recommend a cocktail recipe I can make based on the ingredients shown in this photo.

Wine Selection: At the store or restaurant, snap a photo of the wine selection and upload it to ChatGPT. Prompt: Which of these wines should I choose to go with [entree].

Fitness Routine: Upload a photo of any exercise equipment you have at home. Prompt: Ask me questions to get the information you need, then help me plan a home fitness routine based on my goals.

Interior Design: Upload a photo of a room in your home. Prompt: Here is a photo of my room. Please analyze the space and suggest interior design improvements. Include recommendations for furniture arrangement, wall colors, flooring, lighting, and decorative accents. Suggest styles that would best complement the existing architecture and layout (such as modern, mid-century, minimalist, cozy, or eclectic). Provide specific ideas for color palettes, textures, and materials that will enhance the room's ambiance. Also, give me a few layout variations to maximize both aesthetics and functionality. If possible, generate a visual mockup of your suggested design updates directly on the photo I provided.

(Then, you can ask it for specific paint color recommendations or product recommendations, for example: Please recommend what Behr paint color I should use, and link to a product that matches the curtains you show).

Troubleshooting: If you need help troubleshooting issues with an appliance, electronics, etc., try to find the user manual online, and then upload it to ChatGPT. Prompt: My dryer isn't getting clothes completely dry. Please review the user's manual and recommend a solution.

Decision Making: You can use ChatGPT to help you with decision-making - for example, asking it to compare and contrast two options. Keep in mind you can also tell it how you'd like results formatted. For example, prompt: I need to find a new doctor. Please compare and contrast seeing a DO vs an MD. Output the results in a table.

Translation: Upload a photo of a menu or sign that's in another language, and ask ChatGPT to translate it from [Language] to [Language].

PRO TIP: Ask ChatGPT to write a prompt for you to help you accomplish something. For example, "Write a prompt to help me plan a trip to Italy." It will write a great prompt for you. You can personalize it with any custom details you want, then input *that* prompt to ChatGPT.