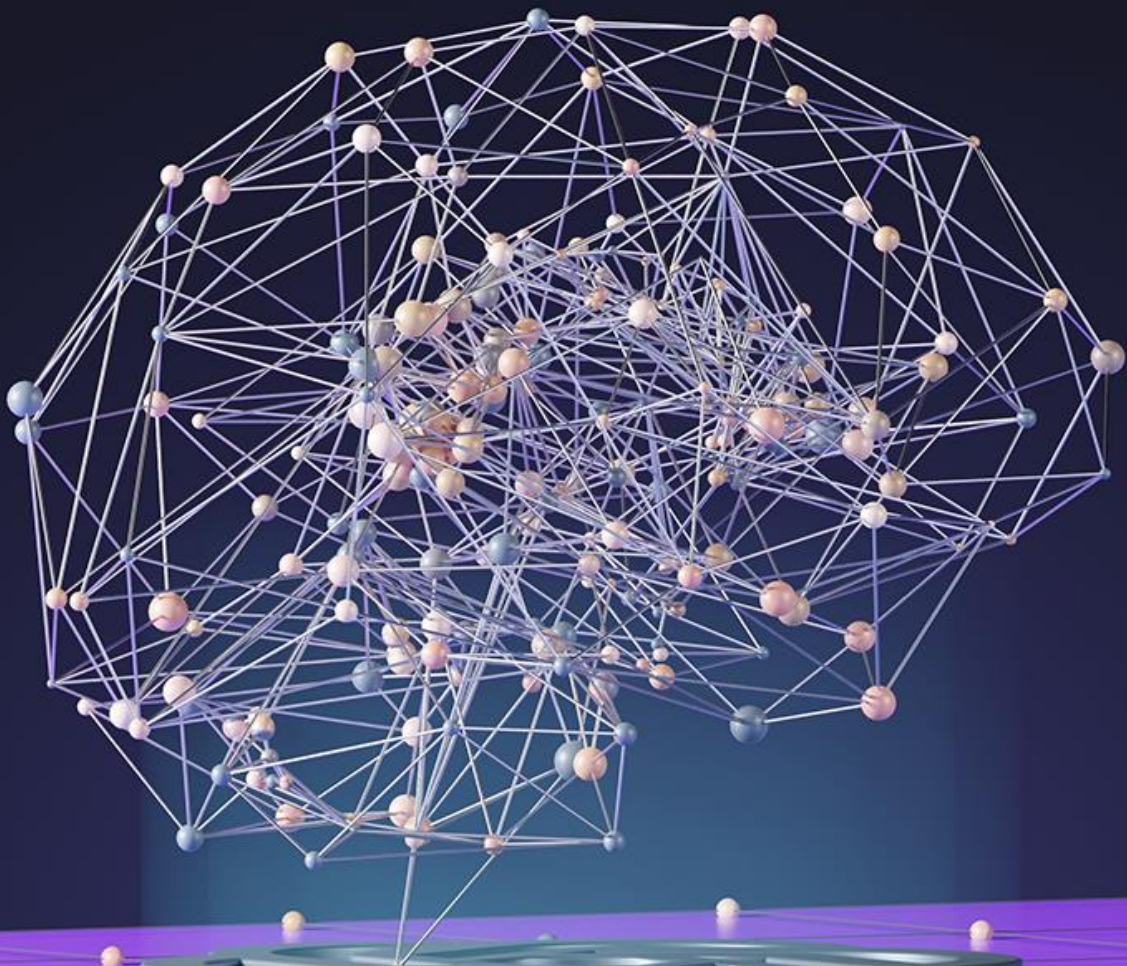


AI FOR PRODUCTIVITY

How To Boost Your Productivity
With The Power of AI



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Introduction

Introduction

Artificial intelligence (AI) may seem like something out of a science fiction movie. Yet, it has become somewhat of a reality in the thick of the Digital Age. Needless to say, AI hasn't conquered the world as many people are fearing.

The good news is that it most likely won't take over everything under the sun. Here's the good news: AI can help conquer your procrastination and make time management look seamless and effortless. This book will show you how to completely transform your productivity with the help of AI tools.

Embracing AI in the Digital Age

We know that AI (as of 2023) can write content, create art, and converse with people. But it can also help make the automation of seemingly mundane tasks a lot easier. We all have certain priorities to tackle - so it would make sense to have AI help us in areas where it would otherwise seem tedious.

Thankfully, with the right AI tools (plenty of them we'll share throughout this book), we can be able to utilize them in an effort to prioritize our daily tasks, delegate and schedule the things that AI can do for us, and so on. By the time you finish reading this book, you should be able to have a good sketch of what life will be like for you with the help of AI.

You'll see AI as a tool for good, not one for nefarious purposes (as some would say). AI will be useful in many ways. It won't replace everything humans can do - but it can be useful for many purposes that would otherwise take plenty of time to do.

How This Book Can Transform Your Workflow

Now, we're going to provide you with an overview of what you'll learn in this book. Here's a chapter-by-chapter synopsis so you'll know what to expect and get out from it:

- **Chapter 1: The Basics of Productivity AI** - Before we dive into using the tools themselves, it's important to discuss the basics. We'll discuss how to understand AI in everyday tools. This chapter will also help you identify what your challenges are when it comes to productivity and time management.
- **Chapter 2: AI Tools for Efficient Time Management** - Now, we dive into the tools that will make time management much easier. We will be discussing tools like Google Calendar and how you can incorporate it with AI. We'll also show you how to iron out any wrinkles that may form because of conflicting events. You'll also learn how to forge the power of AI with task management.
- **Chapter 3: Streamlining Communication and Collaboration** - Whether it's firing off an email to a client or an instant message to team mates during a project, AI can make communication and collaboration a lot easier. We'll go over a few tools that will make productivity a lot better. Like the previous chapter, we'll show you how to integrate AI with existing apps that have proven itself to be useful in their capacity such as Slack for team-based projects.