

AI Tools Productivity Cheat Sheet

A practical reference guide for selecting tools, structuring prompts, and streamlining daily workflows.

1. BEST TOOLS BY COMMON TASK CATEGORY

Category	Recommended Tools	Primary Use Case
Drafting & Writing	ChatGPT, Claude	Long-form drafting, brainstorming outlines, editing tone, summarizing dense articles.
Research & Search	Perplexity AI, Gemini	Real-time web research, structured source synthesis, rapid fact verification.
Coding & Logic	GitHub Copilot, Claude	Code generation, bug debugging, script automated testing, SQL query drafting.
Design & Visuals	Midjourney, Canva AI	High-quality image creation, visual mockups, presentation graphics generation.

2. SIMPLE MULTI-TOOL WORKFLOWS

Workflow A: Deep Research & Executive Summary

PERPLEXITY + CLAUDE

Combine web search accuracy with refined synthesis to generate comprehensive reports quickly.

Step 1 (Perplexity): "Gather the latest key trends and statistics on [Topic] from reliable sources." Step 2 (Claude Prompt): "Act as an executive editor. Take these raw notes and organize them into an executive summary with key takeaways and bullet points:\n\n[Paste Search Output]"

Workflow B: Technical Content Creation

CHATGPT + MIDJOURNEY

Produce polished articles complete with visually relevant asset descriptions.

Step 1 (ChatGPT): "Outline a 500-word tutorial on [Topic]. Include 3 visual concept ideas for illustrations." Step 2 (Midjourney Prompt): "[Concept Idea] --ar 16:9 --style raw --v 6.0"

2. SIMPLE MULTI-TOOL WORKFLOWS (CONT.)

Workflow C: Code Refactoring & Documentation

COPILOT + CHATGPT

Write efficient code while maintaining comprehensive documentation automatically.

Step 1 (Copilot): Autocomplete function logic directly within your code editor. Step 2 (ChatGPT Prompt): "Act as a senior software engineer. Write clean JSDoc comments and clear inline documentation for this function:\n\n[Paste Code]"

Workflow D: Meeting Notes to Action Plan

OTTER/WHISPER + CLAUDE

Convert unstructured audio transcripts into actionable tasks immediately after meetings.

Step 1 (Whisper/Otter): Transcribe audio to plain markdown text. Step 2 (Claude Prompt): "Extract key decisions, owner action items with deadlines, and follow-up questions from this meeting transcript:\n\n[Paste Transcript]"

3. DAILY PRODUCTIVITY ROUTINE

Optimized AI Daily Workflow Schedule

DAILY PLAN

- **Morning (Planning):** Feed your task list into ChatGPT/Claude to prioritize tasks based on impact and create a structured 8-hour schedule.
- **Midday (Execution):** Use specialized tools (Perplexity for real-time lookups, Copilot for coding, AI writer for drafting initial email responses).
- **Afternoon (Review):** Pass completed text, code, or outlines through an AI model acting as a strict proofreader to catch errors before final sending.

4. QUICK DECISION MATRIX FOR TOOL SELECTION

Which Tool Should You Open First?

DECISION MATRIX

- **Need live facts or recent news?** → Open *Perplexity AI* or *Gemini*.
- **Need deep analysis or document processing?** → Open *Claude*.
- **Need rapid creative ideation & general tasks?** → Open *ChatGPT*.
- **Need fast visual creation or presentation elements?** → Open *Midjourney* or *Canva AI*.

Note: AI tool capabilities and output results may vary depending on software versions, model configurations, and prompt settings.

