



AI Tools Cheat Sheet for Busy Professionals

With the right combination, AI tools help executives and busy professionals save hours, sharpen decisions, and stay ahead—whether on the ground or in flight.

| Tool | Pros | Cons | Ideal Use Case | Useful Use Cases for Executives |
|--------------------------|---|---|--|---|
| ChatGPT | <ul style="list-style-type: none"> Fast writing & brainstorming Good summaries Easy to use | <ul style="list-style-type: none"> Needs careful prompting for accuracy Can sound generic sometimes | Writing emails, messages, drafts, idea-generating | Quick meeting recaps, SOP creation |
| Perplexity | <ul style="list-style-type: none"> Sourced research Fact-checks - Compares options fast | <ul style="list-style-type: none"> Not as creative for writing Relies on web sources (accuracy varies) | Product/comparison research, sourcing info | Market reports, vendor analysis, risk checks |
| Grok | <ul style="list-style-type: none"> Real-time trends Decodes sarcasm Social listening | <ul style="list-style-type: none"> Focuses on social/web signals Not for deep analysis or confidential topics | Monitoring trends, buzz, and sentiment | Reputation management, PR crisis alerts |
| Gemini | <ul style="list-style-type: none"> Google workspace friendly Edits docs/spreadsheets Fast | <ul style="list-style-type: none"> Best in Google ecosystem Some features need paid plan | Document summarizing, admin tasks, info organization | Converting lengthy documents into action items |
| Claude | <ul style="list-style-type: none"> Great with long texts Compassionate tone Insightful | <ul style="list-style-type: none"> Not for real-time data Not as strong at fast fact retrieval | Reflection prompts, feedback, in-depth summaries | Personal development plans, team feedback |
| DeepSeek | <ul style="list-style-type: none"> Private Self-hostable Customizable | <ul style="list-style-type: none"> More technical setup Limited ready-made features | Secure notetaking; custom, private journaling | Private executive logs, sensitive communication |
| LLaMA | <ul style="list-style-type: none"> Multilingual Handles sensitive data well Enterprise grade | <ul style="list-style-type: none"> Needs integration May require setup for best results | Translating docs; working with global teams | International client outreach, multi-language decks |
| Mistral | <ul style="list-style-type: none"> Reads PDFs/ screenshots/ slides | <ul style="list-style-type: none"> Not for writing from scratch | Making documents editable; assessments from scans | Turning scanned contracts into actionable lists |
| Pixtral | <ul style="list-style-type: none"> Fast conversion to editable | <ul style="list-style-type: none"> Needs clean input files | | |
| Qwen | <ul style="list-style-type: none"> English ↔ Chinese fluent Good structure/cross-border | <ul style="list-style-type: none"> Most useful for bilingual tasks Not for non-Asian languages | English-Chinese workflows, content creation | Asia market analysis, bilingual client reports |
| Microsoft Copilot | <ul style="list-style-type: none"> Seamless across MS apps Great at automating workflows | <ul style="list-style-type: none"> Subscription required Some advanced features in rollout | Meeting recaps, email summarizing, dashboard tasks | Automating calendar, scheduling, inbox triage |
| Reclaim.ai | <ul style="list-style-type: none"> Smart scheduling/ calendar Prioritizes by urgency | <ul style="list-style-type: none"> Needs calendar sync UI can take getting used | Organizing meetings/tasks to optimize time | Syncing exec team calendars; focus time blocking |
| ThoughtSpot | <ul style="list-style-type: none"> Powerful business analytics Natural language search | <ul style="list-style-type: none"> High cost for teams Learning curve for non-data pros | Business insight, data analysis | Spotting market anomalies, live KPI reporting |

Tips for Executives & Professionals:

- Match the tool to your task—don’t “over-AI.” For simple answers, stick to ChatGPT or Gemini; for big decisions, use analytics like ThoughtSpot.
- Automate repetitive work (scheduling, note conversion, email sorting) with Copilot or Reclaim.ai to free up strategic time.
- Use privacy-focused options (DeepSeek, LLaMA) for sensitive negotiations or executive communication.
- Leverage multilingual tools (LLaMA, Qwen) for global teams or international expansion.
- Stay aware of the tech’s limits—AI is great for structure, summary, and routine, but still needs human judgment for strategy and empathy.