AI tools for everyday tasks

June 2024

Welcome to "AI Tools for everyday tasks," a guide for Engineering New Zealand members. This guide aims to streamline your processes, boost productivity, and foster innovation in your engineering practices.

We explore key generative AI tools available as of June 2024, highlighting their free and paid features. Understanding these tools can enhance your efficiency in tasks like email crafting, research, and meeting minute generation.

Key tools covered include OpenAI's ChatGPT, Anthropic's Claude, and Google's Gemini. Each tool's capabilities and access limitations are discussed to help you integrate them into your workflow.

Exploring AI | Free tools

As of June 2024, some of the main generative AI tools and the free access they provide include:

- **OpenAI's ChatGPT:** Offers a free version with limitations on the number of messages and capabilities compared to the paid ChatGPT Plus subscription.

- **Anthropic's Claude:** Provides a free tier with basic functionality, while advanced features and higher usage limits are available through paid plans.

- **Google's Bard:** Offers free access to its language model, but with some restrictions on the number of daily interactions and certain features.

- **Midjourney:** Allows users to generate a limited number of images for free, with paid subscriptions unlocking higher usage limits and additional features.

- **Stable Diffusion:** Open-source image generation model that can be used for free, but requires some technical knowledge to set up and run.

- **DALL-E 2:** Provides a free credit allowance each month, with the option to purchase additional credits for more extensive use.

- **Microsoft 365 AI Image Generator:** Image generation

While free tiers are available, many of these tools require payment for more extensive use, advanced features, or commercial applications. Discuss with your manager if you think you need paid version.

Crafting the perfect email with AI

PROMPT

"Write an email to [recipient's name and relationship to you] regarding [subject]. The purpose of this email is to [explain the purpose, eg request a meeting, provide an update, follow up on a previous conversation].

Include the following details:
- [Specific detail 1]
- [Specific detail 2]
- [Specific detail 3]

The email should have a [formal/informal] tone and should be [concise/detailed]. The subject line should be [suggested subject line].

Please make sure to [include any additional instructions, eg express gratitude, ask for confirmation, attach a document]."

Mastering AI-powered document summaries

PROMPT

"Summarise the following document for [specific purpose, eg a presentation, a report, an email update] intended for [specific audience, eg senior management, team members]. The summary should be approximately [desired length, eg 500 words, 150 words, one paragraph, three bullet points]. The tone should be [desired tone, eg formal, professional, concise, friendly].

The document content is as follows:

- [Insert document here using or web link or text]
- Please ensure the summary highlights the key points and main ideas, focusing on [any specific areas of interest or emphasis, eg main findings, recommendations, important dates, critical data].

Unleashing the power of AI for research

PROMPT

"I need comprehensive research on [specific topic or question]. The research is intended for [specific purpose, eg a report, a presentation, a project] and should be suitable for [specific audience, eg industry experts, students, general public]. Use peer-reviewed sources only. The research should include (eg):

1. Key facts and statistics
2. Historical background
3. Current trends and developments
4. Relevant case studies or examples
5. Expert opinions and quotes
6. Sources and references for further reading

The tone should be [desired tone, eg formal, informative, engaging, neutral]. The final output should be approximately [desired length or format, eg 2 pages, 500 words, 10 bullet points].

Please ensure the information is accurate, up-to-date [specify time period], and well-organised. If applicable, include visual aids such as charts, graphs, or images to enhance understanding."

Writing minutes

Using a specialised application like OtterAI:

- Specialised AI app for meetings,
- joins the meeting as a virtual participant
- provides transcription (with ability to hear voice recording)
- provides meeting summary and action points
- Free 30 minutes meeting recording

Using transcription of meeting and a general generative AI app, eg Chat GPT, Claude

PROMPT

"Create meeting minutes based on the transcription provided [Insert document]. Include a brief introduction, the main topics covered, decisions made, and any action items assigned. Present the information in a structured format, using bullet points where appropriate."

or

"Convert the following meeting transcription into concise minutes. Include the date, time, attendees, and main discussion points. Use a professional tone and format."