



# How AI works



# Simple Ai Productivity Tools Guide Step By Step

**Robert A. Edmunds**



## **Simple Ai Productivity Tools Guide Step By Step:**

### **AI Productivity Tools: Automate Repetitive Tasks, Optimize, and Reclaim Your Time with Smart Assistants**

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**Part I B Build Your Foundation**

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**Chapter 2 E Envision Your Goals and Audience** Define your brand audience and publishing strategy

**Chapter 3 L Layout and Write**

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**Productivity Workflows** 51 60 Sync calendars across platforms Google Calendar Outlook using Make to schedule meetings based on email triggers Example Create a Zoom meeting when I receive a client email 61 70 Automate file organization with AI powered tagging Use Google Cloud s Vision API to label and sort images or documents into folders 71 80 Generate reports with AI analytics tools like Power BI integrated with Gemini Prompt Analyze sales data from this CSV and create a weekly summary

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