

The Ultimate Productivity Guide for Office Managers and Administrative Assistants

MAXIMIZE YOUR IMPACT WITH VIRTUAL MAIL AND
ARTIFICIAL INTELLIGENCE



USGlobalMail.com

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The Workload Hefted by Office Managers and Admins

More tasks than time?

The responsibilities of a typical office manager or administrative professional can vary depending on the size and nature of the organization. But, generally speaking, their duties far exceed the number of work hours in the week and often go under appreciated by the organization. Office managers (and admins) are judged on the productivity, their ability to multitask, and the smooth operation of the office. To say nothing of their problem-solving abilities and their personnel management skills! If the office is run properly, you'd never know the office manager or legion of admins existed. Except, yeah, of course you would! The typical tasks and responsibilities associated with an office manager or administrative role include:

Administrative Support

Provide administrative assistance to executives in office operations including managing calendars, scheduling meetings, handling correspondence, and maintaining files and records.



Office Operations

Oversee daily office operations, such as managing office supplies, equipment, and facilities, coordinating maintenance and repairs, and ensuring a safe and productive work environment.

The Workload Hefted by Office Managers and Admins (cntd)

Personnel Management

Assist in the recruitment and hiring process, onboarding new employees, maintaining personnel records, managing employee benefits and payroll, and addressing human resource-type concerns.

Financial Management

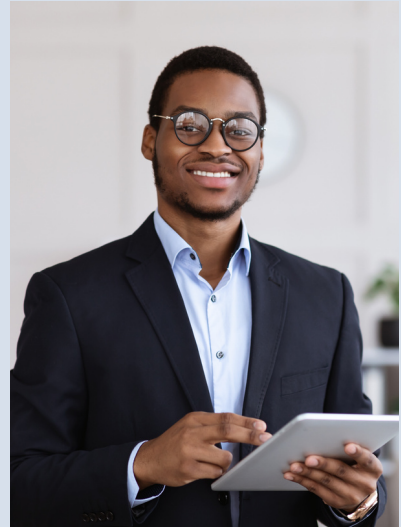
Handle financial tasks, such as managing budgets, tracking expenses, processing invoices, and coordinating with the accounting department for financial reporting and audits.

Communication and Correspondence

Facilitate effective communication within the organization by distributing information, preparing reports and presentations, drafting memos or emails, and maintaining internal communication channels.

Event Planning and Coordination

Organize and coordinate company events, meetings, conferences, and travel arrangements, including arranging accommodations, transportation, and catering.



Vendor and Supplier Management

Establish and maintain relationships with vendors and suppliers, negotiate contracts and pricing, manage vendor payments, and coordinate procurement of goods and services. Someone has to take responsibility for ordering the coffee!

The Workload Hefted by Office Managers and Admins (cntd)

Policy and Procedure Implementation

Ensure compliance with company policies and procedures, disseminate information regarding personnel management and changes, policy updates, and the implementation of new policies and procedures.

Record Keeping and Documentation

Maintain accurate and up-to-date records, including employee records, contracts, licenses, permits, and other relevant documentation. Rest assured, someone knows how many sick and personal days you've taken this year!

Technology and IT Support

Liaise with information technology support teams to address tech-related issues, coordinate software and hardware upgrades, manage office technology systems, and train employees on software applications.

Mail Management

Many office employ mailroom personnel to sort and deliver physical mail to executives. In a small business, it falls to the owner or the admin.

Office Efficiency and Productivity

Identify opportunities for improving office efficiency, develop and implement streamlined processes, and recommend tools or systems that enhance productivity, workflow and problem-solving.

Health and Safety Compliance

Ensure compliance with health and safety regulations, conduct risk assessments, develop emergency response plans, and coordinate safety training for employees. Thank your office manager for always being the floor fire drill captain!

The best admins and office managers understand the office as an organism and anticipate its needs in advance of potential problems.

That's why you can literally never be too productive!

Leadership-pleasing Skills for Both Admins and Managers

- Effective Communication
- Anticipate Needs
- Reliability and Dependability
- Attention to Detail
- Organization and Time Management
- Problem-Solving Skills
- Confidentiality and Professionalism
- Adaptability and Flexibility
- Positive Attitude and Team Player
- Continuous Learning and Growth
- Keeper of the calendar
- Travel agent



” 30%

Amount of time spent by administrative assistants and admins on organizing and streamlining workflows.

Efficiency: Understanding the Expectations of Leadership

Sure, every manager has different preferences and expectations. That's why it's essential to communicate openly with your boss and seek feedback to understand their specific needs and priorities. Like any dedicated professional, going the extra mile isn't always expected but it is definitely always appreciated. Many administrative professionals on the job are required to make personal sacrifices, including:

Time Commitment

Administrative professionals often need to invest extra time and effort to complete tasks and meet deadlines. This may involve working longer hours, staying late, or occasionally working on weekends to ensure that critical work is completed.

Flexibility

This may mean adjusting personal plans or being available outside of regular working hours to handle urgent matters or support executives and teams.



Personal Time

Due to the demanding nature of most office manager and admin roles, administrative professionals may find themselves sacrificing personal time, hobbies, or leisure activities. The need to prioritize work responsibilities and meet deadlines can limit the amount of free time available. It's important to understand the needs of the manager from the beginning.

Efficiency: Understanding the Expectations of Leadership (cntd)



Work-Life Balance

Achieving a work-life balance can be challenging for administrative professionals. The nature of the job often requires high availability and responsiveness, which can impact personal relationships, family time, and self-care. This is one of the many reasons mental health apps like [Headspace](#) exist and are championed in the corporate workplace.



Emotional Energy

Administrative professionals often act as the go-to person for problem-solving and support. This role can be emotionally demanding, requiring individuals to provide assistance, guidance, and a calming presence even during challenging or stressful situations.



Not all administrative professionals experience the same sacrifices, as work environments and job descriptions vary. What's more, finding ways to maintain personal well-being, setting boundaries, and communicating needs can help mitigate the impact of these sacrifices.

8 Number of hours admins save execs each week.

Office Ops: Do You Have a Virtual Mailbox Yet?

Ever hear the expression, “you’re working harder than you need to be?” No? How about, “Work smarter, not harder?” Same principle. Hence, the question in the header. In the age of the internet and artificial intelligence, why should you spend another hour - and who knows how many paper cuts - opening the daily mail. Obviously, there’s a better way. It’s called a virtual mailbox and you can get the one Top Consumer Reviews ranked #1 [right here](#).



The immediate advantages will make you forget to check the ol’ post office box forever:

- No more paper mail
- No more junk mail (it gets recycled for you)
- No more hours spent sorting the office mail (do it seconds on your phone)
- Forward, scan delete, save or shred mail with a click
- Automatic check deposits

Besides being a huge level up in time management, US Global Mail also employs bank-grade encryption to ensure your privacy, security, and the safe handling of your mail. Customers enjoy uninterrupted access to their virtual mailbox.

A virtual mailbox from US Global Mail puts you in control of your mail.

Choosing the Right Artificial Intelligence for the Job



ChatGPT and Google's Bard are both considered to be advanced artificial intelligence designed to generate human-like text responses. (Note: Word on the Interwebs has it that Microsoft is training its AI using Bing.) However, there are a few notable differences between them. These are top of mind:



Training Data

Artificial intelligences such as ChatGPT have been trained on a wide range of internet text data, which provides it with general knowledge and language patterns. Bard, on the other hand, has been trained specifically on dialogues and conversations, aiming to excel in conversational contexts. However, Google bobbed the initial release of Bard and, as a consequence, the world and developers flocked to ChatGPT first - making it distinctly more intelligent than Bard.



Purpose and Applications

ChatGPT is a versatile language model that can be employed in countless applications, including content creation, customer support, and more. Bard, on the other hand, is primarily designed for chat-based interactions and focuses on providing engaging and conversational responses. Both ChatGPT and Bard are open to developers to serve as the foundation of new tools and apps.

Productivity Tools: Championing the Administrative Role

Artificial intelligence is only now starting to shake the foundations of the business community, but every day new leaps in knowledge make it possible for office managers to delegate more of their work to an AI.

Administrative professionals (and anyone with internet access) can leverage artificial intelligences like OpenAI's ChatGPT, Google's Bard, or Microsoft's Bing to streamline their work processes. These are all considered generative pre-training transformers. In human speak that translates to:

Generative: these AI models can generate coherent and contextually relevant text based on the pattern and knowledge they have gained during the pre-training phase.

Pre-training refers to the initial training stage, where the model is exposed to a large body of unlabeled



51% think
using AI at
work helps
them strike a
better work-
life balance.

Pre-training (cntd) text data and learns to predict the next word in a sentence given the surrounding context.

Transformer indicates the neural network model designed for processing natural language.

Productivity Tools: Championing the Administrative Role

As Ida Fried of Axios wrote so eloquently as to give tech speak a quasi-poetic edge, “AI is here to automate the mundane.”

In other words, the boring shit. The stuff you dread in the shower before coming to the office. The tasks that, put plainly, are nothing but a time suck in the model of efficiency that is your day.



Try This AI Experiment:

If you do have a spare moment, try an experiment to determine which artificial intelligence model will work best for your needs. Give an identical prompt to ChatGPT, Bard, and Bing and compare their responses. The results will not only show which AI will work best for you, it'll also demonstrate the current capabilities of each one of them. Which AI gives you the best search results? Hashtags? Headline ideas? Productivity tips? Keywords?

Zoom Out: Multitasking with Artificial Intelligence

Before we dive into learning the prompts that will simplify your workday, it's key to grasp the overall capabilities of your new tool and as well as to how that translates into meeting your needs. Think of the duties you undertake every day: how many of them require you to multitask? If you're like most people, multitasking is just another aspect of your workday - despite the fact that multitasking people produce lower quality work than those who focus on a single task. Since this is but the dawn of artificial intelligence use for business, integration requires careful consideration of data security and user privacy. In the meantime, use this topline rundown of what you can ask your AI to do to minimize the amount of multitasking you do every day.

Smart Scheduling

ChatGPT can assist in managing calendars by scheduling and rescheduling appointments. Administrative assistants can provide relevant information to ChatGPT, such as the date...



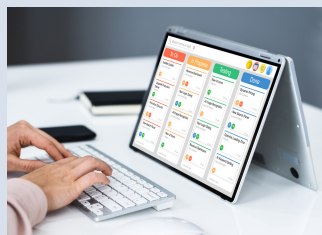
Smart Scheduling (cntd)

...time, location, and participants, and the model can generate suitable meeting options based on availability.

Meeting Reminders

Admins can enter the necessary details into ChatGPT, including the meeting time, agenda, and attendee list, and the model can generate reminder messages that can be sent via email or other communication channels. This is a great way to ensure meetings start on time.

Zoom Out: Multitasking with AI (cntd)



Schedule Coordination

When scheduling meetings involving multiple participants, ChatGPT can help identify common available time slots by cross-referencing individual calendars. Administrative assistants can input participants' schedules, and the AI can suggest suitable meeting times that minimize conflicts.



Time Zone Conversion

This may not seem like a groundbreaking task, but when you're under the gun to get things done, it's nice to leave the math to the computer. Administrative assistants can provide the relevant time zone details, and ChatGPT will generate the converted times.

Schedule Optimization

Artificial intelligence can analyze the existing schedule and suggest optimizations. Admins can provide the current calendar information, and the AI can identify gaps or opportunities to allocate time for specific tasks, prioritize important meetings, or recommend time blocks for more focused work.

Mail Management

AI-based email assistants can help admins prioritize and categorize incoming emails, identify important messages, and automate routine responses.



Zoom Out: Multitasking with AI (cntd)

Workflow Automation

AI and robotic process automation (RPA) can automate repetitive and rule-based tasks, such as data entry, document generation, and form processing. This allows you to focus on more strategic and complex responsibilities.

Virtual Assistants

They will never replace admins. Just make them more effective. Virtual assistants, such as voice-activated AI platforms like Siri, can be utilized by admins to manage tasks, schedule appointments, set reminders, and access information quickly, enhancing productivity and efficiency.

Data Analysis and Reporting

Get a helping hand from the office AI to assist with data analysis, generating reports, and extracting insights from large datasets. Admins can use these tools to automate data-related tasks and produce actionable information for decision-making.

Document Management

AI-powered document management systems can assist with tasks like



Document Management (cntd)

document classification, search, and retrieval. These systems can streamline administrative workflows, making it easier to locate and manage important documents.

Zoom Out: Multitasking with AI (cntd)

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Transcription and Translation (cntd)

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Virtual Meeting Assistance

AI-enabled virtual meeting platforms can provide features such as automated transcription, real-time language translation, and intelligent meeting notes, making it easier for admins to manage meetings and capture important information.

And these are only the beginning of the help AI can offer. Try and test new tasks when you think of them.

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Prompt Techniques: Communicating with Your AI

Ask for Responses in Table Format

This is a great way to comparison shop. To generate responses in table format: Create a table for the best reviewed AI tools. Include the following columns: Name, Category, and One-liner. Here are the Tools that I want to summarize: [tools]"

Ask for an Expert

Ask your AI to think and write like a professional. A professional what, you ask? A professional writer, journalist, marketing expert, content creator, teacher – even cybersecurity experts and radiologists! You can even request the AI to think like a professional comedian! (Personal note: ask your AI to write 10 Dad jokes and it will deliver groan-producing puns galore.) Now that you have an expert on your side, you can anticipate needs by asking ChatGPT to emphasize uncommon and expert questions.



Ask for Unique Ideas

This can be an amazing prompt when you're short on ideas. Even if ChatGPT doesn't deliver the genius-level you're anticipating, the AI can create an outline that you can leverage to create a better end product. his function works best when used in a thread.

Prompting Techniques: Communicating with Your AI (cntd)



Ask for Context and Constraints

Given the “choice” I think any of the AIs discussed here would continuously generate enough text to rival War and Peace. That’s why you shouldn’t give the AI the option. Limit its output to a specific number of words on the topic. One simple ask is to paste an article into the prompt field and ask the AI to write a concise 100-word summary.

Thread Your Chatbot Conversations

After you get the hang of prompts, you can make your chatbot more helpful over time. The key here is to avoid treating your chatbot as a web search and starting with a fresh query each time. Instead, keep several threads of conversations open and add to them over time.

Continues on next page.

Prompt Techniques: Communicating with Your AI (cntd)

Train ChatGPT to Write its Own Prompts

Maybe that sounds more like science fiction than artificial intelligence itself? After all, if the AI can write its own prompts, what does it need you for?! This isn't to imply the AI would remove you from the equation, rather task it to improving your AI experience. Here's one of my favorites: "What's the best prompt for ChatGPT to learn my writing style and respond to my emails for me?"

Challenge the Mainstream Perspective

I'm not sure how ChatGPT determines what is the "mainstream view," so I asked it simply to "Challenge the mainstream perspective about administrative assistants." Note that there is no indication of bias in the prompt. ChatGPT responded: administrative assistants possess valuable insights into the operations and dynamics of the company. They have a deep understanding of processes, workflows, and communication channels. This knowledge positions them well to contribute to strategic decision-making and offer suggestions for streamlining operations, improving efficiency, and enhancing productivity.

Tell me what else you need to do this

Just as an interviewer might ask a subject, "What else should the world know about you," it's always proper prompting to nudge the AI. To get results that are more personalized — invite the AI to request more information. When the output resembles a response you can use, double check the source of the information.

89% of people believe AI could provide assistance with up to half of their everyday work activities.

Useful ChatGPT Prompts for Administrative Professionals

Just for the sake of curiosity, I prompted ChatGPT for the most useful questions administrative professionals might ask. Here are the top ten.

1. How can I create an effective work plan?
2. What strategies should I use to stay organized?
3. How can I best manage my time?
4. How do I complete a task efficiently?
5. What are some tips for good communication?
6. What techniques should I use to prioritize tasks?
7. What ideas can I use to increase productivity?
8. What are the best practices for scheduling?
9. How do I effectively delegate tasks?
10. How can I manage conflict in the workplace?

”

AI can be our
friend.

-Bill Gates
Microsoft co-founder

How Admins and Executive Assistants Can Use ChatGPT (cntd)

Prompts for Productivity

- Recommend communication tools the entire team can use to stay up to date. Some of us have Apple devices while others use a PC.
- Using SMART as a guide, break the following goals down into specific, measurable, achievable, relevant, and time-bound goals: [paste goal(s)]
- How can I improve my time management skills?
- What can I do to be more organized at work?
- Today I have to accomplish [list of items]. Suggest an ideal plan for the day with the most complicated work in the morning, including a one-hour lunch break and finishing by 4:30 pm.
- Develop a method for tracking the executive's goals and progress.
- Create a database of local restaurants and services for use when traveling with the executive.
- My goal for this week is [insert goal]. Break it down into smaller tasks and provide a timeline for getting them done.
- What are some goals that my team could set each week if we wanted to accomplish [goal] by the end of the year?



How Admins and Executive Assistants Can Use ChatGPT (cntd)

The longer an AI is exposed to greater and greater amounts of information, the “smarter” and more detailed it will become with its responses. Our challenge as humans is to constantly question ourselves BEFORE we prompt the AI. After all, to get what we want, we must first know what we want.

Prompts for Writing

- Write a professional email template for use in communicating with clients and colleagues.
- Write a list of frequently asked questions and answers for the executive to use in meetings.
- Write a memo template for use in communicating important information within the company.
- Write a script for the executive's next presentation or meeting.
- Write a letter of introduction for the executive to use when meeting new clients or colleagues.
- Write a letter of recommendation for a former employee or colleague.
- Write a sample email response for handling difficult client inquiries.
- Write a professional out-of-office email for the executive to use when traveling or unavailable.
- Write a sample follow-up email for use after important meetings or discussions.
- Write a letter of congratulations for a colleague or employee on their recent success.
- Write a letter of thanks to a client or colleague for their support or partnership.
- Write a professional out-of-office email for me that lets people know I'll be at a conference. Tell them I will respond to them when I get back.

51% Of people can't tell the difference between writing by a human and AI authorship!

How Admins and Executive Assistants Can Use ChatGPT (cntd)

Prompts for Organization

- Create a comprehensive schedule for the executive's daily tasks and appointments.
- Develop a system for tracking and managing the executive's expenses.
- Create a database of important contacts and information for the executive.
- Develop a method for prioritizing and organizing the executive's inbox.
- Create a standard format for creating reports and presentations for the executive.
- Develop a process for scheduling and conducting conference calls and video meetings.
- Create a system for organizing and storing important company documents.
- Develop a system for managing the executive's personal and work calendars.
- Create a process for arranging and coordinating business travel for the executive.
- Develop a method for keeping track of important deadlines and due dates.



How Admins and Executive Assistants Can Use ChatGPT (cntd)

Research

- Summarize the following article and pull out three key points: [paste article]
- Summarize this article in 20 words or less: [paste article]
- What is the latest information on [topic] that would affect how we market [product]
- What are the newest innovations in the [industry] industry
- Compare [topic] and [topic] and give me three ways they are similar
- I need to present information on [topic] for potential clients. Please guide me on what I should include.



77% of people use a device or service powered by AI, although many don't realize they do: Just 33% of people believe they use AI.

6 Prompts To Generate Professional Documents

Your friendly office AI can help create resumes, job descriptions, and even develop questions to use in a job interview. These prompts may take the human out of HR before too long!

- Acting as an interviewer only, asking one question at a time, interview me for a job with the following description [description here].
- Write a 100 word job description that summarizes the following list of requirements and expectations: [list of job requirements].
- Write a letter of acceptance for a job offer we extended for [position] at [company name].



- Create a job description for [job title] that makes it sound fun and would attract applicants in [location] but don't use the words [list of banned words]: [current job description].
- Generate a list of 25 questions to ask a potential employee for a job with the following description [description here]. Make sure the questions use inclusive language.
- Create an outline that provides three key leadership qualities for [position] and the steps necessary to achieve them. Provide a basic plan that would be necessary to create a training program with those leadership principles in mind. This training will last five hours.

Augmenting Your Virtual Mailbox with AI

Unlike your personal email inbox, you won't ever get spam in your virtual mailbox. What you can expect to get; however, is an exterior scan of each piece of mail along with the size and sender details. For each package and piece of mail you will be given the option to open and scan the contents or, depending on your needs, to save, forward, print, or shred securely. Here are a few AI productivity tips you can use with your virtual mailbox:

Categorize and Prioritize Mail

You can use your friendly neighborhood artificial intelligence to analyze the content of your mail and suggest different categories or labels for organizing them. For example, you can ask the AI to sort mail according to different employees or to identify mail related to work, personal, subscriptions, or specific projects. Based on its suggestions, you can create corresponding labels or filters to automatically sort incoming mail.

Search and Filter Emails

Artificial intelligence can help you search and filter your inbox by providing specific criteria or keywords.

Search and Filter Emails (cntd)

You can ask it to find mail from a particular sender within a specific date range or even find a lost piece of mail. ChatGPT can assist you in creating rules and filters to automate the organization of your incoming mail.

Reminders and Follow-ups

AI can help you set reminders or schedule follow-ups for important mail. You can ask it to remind you about a letter or package you must send at a specific time or date, or to follow up with a particular recipient after a certain duration. Use ChatGPT's assistance to stay organized and ensure important mail don't get overlooked.



Making Your AI Prompts More Meaningful

Knowing the right prompts to present to the AI—through practice and tweaking your input—is going to become the must-have skill of the very near future. In fact, that future is already upon us.

Whether you're a senior manager or a temp on your first day, knowing how to optimize your prompts will enhance your value as an employee.

To make the most of artificial intelligence, learn to customize your prompts while you interrogate the AI. You might even consider building your own library of prompts that fits your job role.

The most powerful results will be infused with your knowledge and ability to adapt—even as AI adapts to you.

Your prompts need to reflect your complete and full-faceted understanding of what you want as an outcome.

Knowledge is required to ask the right questions. Artificial intelligence results reflect the user's human intelligence.

AI in HR

Job candidates picked by artificial intelligence are **14%** more likely to pass an interview and receive a job offer.



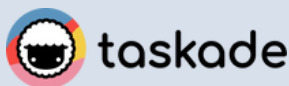
AI Tools to Improve the Quality of Your Work Life: Productivity



Airgram

Summarize meetings

Airgram helps you manage, record, and summarize your online meetings from Google Meet, Zoom or Microsoft Teams—so that you can concentrate on discussions rather than note-taking.



Taskade

Unify task management and workflow creation

A productivity powerhouse that unifies task management and workflow creation into a sleek tool, offering dynamic workspace formats, intelligent note-taking, and a diligent AI assistant that effortlessly streamlines your professional life.



Parsio

Extract Data

Automate data extraction from various documents, streamlining your business while cutting costs and boosting efficiency.

AI Tools to Improve the Quality of Your Work Life: Productivity (cntd)



Prompt Pal

Create More Effective AI Prompts

Innovative tools to help users create engaging prompts for AI platforms like ChatGPT, making their interactions more effective, enjoyable, and geared towards productivity.



Sane Box

SaneBox identifies important email messages, but it also hides distractions, banishes annoying senders, and reminds you of emails that need a response. Make sure only important emails reach your inbox.

96-98%

Android and Apple consumers who use Google and Apple's AI-based digital assistants - 'Google' and 'Siri'. The study further states: 51% of consumers use digital assistants in cars,

More AI Tools to Improve the Quality of Your Work Life: Chat

TypingMind

TypingMind

Create a Conversation with Your Data

This tool marries a superior user interface with ChatGPT's capabilities, offering features like "chat with PDF", custom saved prompts, web search, local chat history storage, and the ability to switch AI models instantly.

MERLIN

Merlin

Create and Promote Social Media Content

A versatile ChatGPT extension that offers AI assistance for tasks such as creating engaging social media content, summarizing lengthy videos or blogs, providing on-demand help, responding to Google queries, and crafting effective emails.



xMagic

Dialogue with Your Documents

xMagic learns from your PDFs, Notion, and TXT files so you can start interactive chats with your documents. Generate document summaries, get answers questions, get direct references to sources, and supports collaborative workspaces for shared projects.

More AI Tools to Improve the Quality of Your Work Life: Presentations



Decktopus

Slide Deck Generator

AI-driven, one-click presentation wizard that personalizes slides, streamlines layouts, and enriches content for standout results.



Beautiful.ai

Make Creative Presentations

A revolutionary presentation software that uses artificial intelligence to make creating presentations a breeze. Quickly and easily create stunning presentations.



Ludus

Create Stunning Visuals

Ludus is a powerful web application that lets you integrate all the power of the Internet into your slides.

75%

of executives are afraid they'll go out of business in the next five years if they don't implement and scale AI in their organizations.

More AI Tools to Improve the Quality of Your Work Life: Meetings

The logo for tl;dv, featuring the text "tl;dv" in a bold, blue, sans-serif font.

tl;dv

Auto Record and Summarize

Streamline your meetings and enhance collaboration with tl;dv's automated recording, transcription, and summarization features. Capture and document important points from every meeting.



Vowel

Summarize Meetings

AI-meeting tool with instant AI-meeting summaries, AI-action items, recording, live transcript, search across meeting content, bookmarks, notes, clips, and more.



Bardeen

Automate Meeting Transcription

Bardeen is an AI assistant that can automate tedious tasks for you, such as transcribing audio, creating action items from meeting notes, and summarizing long articles.

18%

Of meetings have poor engagement. 11% are in ghost mode (no audio or video) the entire time.

More AI Tools to Improve the Quality of Your Work Life: Meetings (cntd)



Fireflies

Fireflies

Note Taking

Supercharge meetings with AI notetaking, auto-transcription, platform integration, collaboration tools, real-time knowledge base, performance analytics, and voice-activated workflow automation. Record and transcribe meeting conversations to boost productivity.

More AI Tools to Improve the Quality of Your Work Life: Data Extraction



Browse AI

Scrape Data from Any Website

No-code, cloud-based web automation software that extracts and monitors structured data from any website site. With You can train a robot to interact with websites and extract structured data by simply recording your actions.

Procys

Document Processing

Automate the process of manually processing documents by automatically extracting invoice data quickly and accurately with the help of AI. Free up time and resources you need to focus on your business and stay ahead of the competition.

PROCYS

Hypatos

Automate Back-office Processes

A document processing solution that uses AI and deep learning to automate data extraction and back-office operations.

Hypatos

PhantomBuster

Code-free Automation

A tool that allows users to create code-free automations of tasks on the webv or social networks, including data extractions.



More AI Tools to Improve the Quality of Your Work Life: Mental Health



Brain FM

Brain.fm provides scientifically proven, patented AI-generated music for focus, relaxation, and sleep. The tailored music stimulates the brain while blending into the background allowing you to manage your energy levels and get more done.



Breathhh

Breathhh touts a seamless experience of practicing mental health care by naturally integrating it into your day, without annoying notifications or making you develop habits like checking an app.



Wysa

Wysa is an anonymous AI chatbot that listens to you and recommends evidence-based CBT (Cognitive Behavioral Therapy) and DBT (Dialectical Behavior Therapy) exercises, or connects you to a therapist to help you manage your mental health.

The Longview: AI's NOT a Career Killer

Since the 1950s artificial intelligence has been heralded either as a game-changing solution to all of humanity's problems - or the sinister instrument of our destruction. Imagination goes a long way when penning good sci-fi stories or directing a blockbuster film (Steven Spielberg's A.I. comes to mind). And imagination is exactly how AI will evolve:

People entering new information and training the AI on office functions like:

- Industry-specific technology
- Process automation
- Resource allocation
- Budget management
- Workflow optimization
- Communications support
- And so many more game changing - job changing - functions.

Educating yourself on how to use AI to improve your productivity and multitasking will make you a more valuable employee.

ChatGPT or any of the artificial intelligences emerging from the technological, primordial ooze of Silicon Valley can add rocket fuel to your career and deliver real value to your company.

Instead of fearing that a nerdy version of Arnold Schwarzenegger's murderous cyborg will terminate your job, get AI Arnie on your side and start changing the world. Starting with your job.

Ready for the AI Revolution?

Start with a virtual mailbox:

www.USGlobalMail.com



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