

10 Tips for Using AI in Your Work

AI isn't about replacing people – it's about saving time on routine tasks, creating clearer communication, and supporting better decisions. This practical guide from Jannaway Freelancing Ltd provides actionable strategies for business leaders and consultants looking to embed AI into their workflows thoughtfully and effectively.

The 5 Lenses Framework

At Jannaway Freelancing, we use our 5 Lenses to shape how AI supports organisations. These principles turn abstract AI concepts into practical, sustainable business practices.



Purpose

AI should serve your bigger mission and align with your strategic objectives.



People

AI should empower your workforce, not replace human expertise and judgement.



Power

Use AI responsibly, keeping trust, ethics, and data security at the core.



Process

AI works best when embedded into daily workflows and existing systems.



Practice

Small, consistent habits build long-term value and sustainable adoption.

Tips 1-3: Foundation Building

1. Start with Your Purpose 🎯

Don't just “try AI” – decide what you want AI to help with – reading, writing, or structuring information.

Example: Summarise a 30-page policy document into a 1-page briefing note for senior stakeholders using ChatGPT.

2. Use AI as a Thinking Partner 🤝

Ask it to challenge your ideas, suggest alternatives, not just give answers. Bounce ideas off it like you would a colleague.

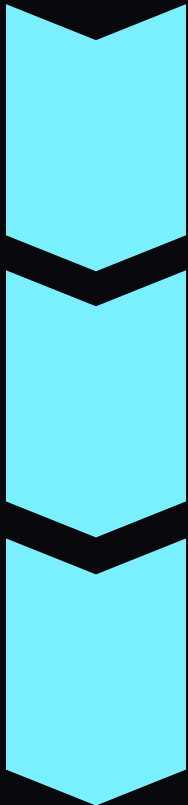
Example: Draft a stakeholder email, then use Claude to test three alternative tones to match different audiences.

3. Create Simple Rules 📋

Create a few prompts you always return to. Give AI clear instructions to keep outputs consistent and aligned with your brand voice.

Example: "Summarise in plain English for parents" or "Turn this into 3 bullets for a board update."

Tips 4-6: Process Integration



4. Organise by Project 📁

Keep work tidy so AI can build context and can provide more relevant outputs. Use ChatGPT Projects and customise the instructions, Perplexity Spaces or tools like Notion AI.

5. Stay human in the loop 🖊️

AI drafts – you polish. That's the winning formula - maintaining human oversight and final decision-making. Create a draft strategy deck in Gamma, then refine with your professional expertise.

6. Make It Visual 🎨

Transform words into diagrams, charts, or handouts for better communication. Sketch a process concept, then use tools like Napkin or Whimsical to produce a professional flowchart.

Tips 7-10: Advanced Implementation

7. Test, Refine, Compare

Don't stop at the first draft – explore alternatives and verify accuracy. Draft content in Gemini, then cross-check facts or add depth using Perplexity for research-backed insights. Ask for for a 'red team test'.

8. Build Your Brand Voice

Teach AI how you communicate so outputs feel authentic to your organisation. Create a Custom GPT with your preferred tone, core values, and key phrases.

9. Use It for Routine Rhythm

AI helps most with repeated tasks and automated reminders. Tools like Fathom can capture meeting notes and automatically convert them into actionable items in HubSpot or Teams.

10. Start Small, Build Confidence

Begin with safe, low-risk tasks and expand gradually as your team gains experience. Transcribe webinars with Otter.ai, then extract key points for newsletters.

Quick Wins: Immediate Applications

Meeting Efficiency

Use AI to transcribe calls, extract action items, and distribute summary notes within minutes of meeting conclusion.

Email Enhancement

Draft professional responses, adjust tone for different audiences, and ensure consistent messaging across your organisation.

Content Repurposing

Transform one piece of content into multiple formats – turn a report into social media posts, newsletter content, and presentation slides.

Research Acceleration

Quickly summarise industry reports, compare competitor strategies, and gather market insights for strategic planning.

Implementing Responsible AI

As you integrate AI into your daily workflows, it's crucial to establish a robust framework for its responsible use. Our commitment to ethical AI ensures that these powerful tools amplify human potential without compromising trust, fairness, or data security. These principles guide our approach, turning potential risks into opportunities for innovation and positive impact.

Ethical & Responsible Use

We ensure that all AI initiatives align seamlessly with our core values: honesty, transparency, and a steadfast commitment to positive societal impact.

Human Oversight

While AI significantly enhances decision-making capabilities, human judgment remains paramount. We believe in strict protocols for reviewing, validating, and refining all AI-generated insights, ensuring that people always maintain ultimate control and accountability.

Data Protection & Privacy

We deploy AI systems with an unwavering commitment to data governance. This means respecting confidentiality, meticulously safeguarding sensitive information, and adhering to the highest standards of data protection regulations, ensuring user trust is never compromised.

Bias Awareness

We critically evaluate AI outputs for potential biases, actively working to mitigate them and ensure fair, equitable, and inclusive outcomes for all stakeholders. Regular audits and diverse data inputs are integral to this continuous process of improvement and fairness.



Your Next Steps Forward

Having explored the theoretical framework and foundational principles for integrating AI, it's time to put knowledge into practice. The landscape of AI tools is vast and ever-evolving, but by focusing on solutions that directly address your key challenges, you can unlock immediate efficiencies and foster innovation. Below is a curated selection of AI tools our team regularly uses, alongside insights into their practical application, to help you navigate your own journey with confidence.

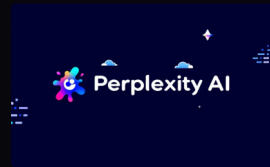


ChatGPT

A conversational AI developed by OpenAI. It can be used for drafting, summarising, brainstorming, research support, and creative problem-solving.

We particularly like using the **voice option** for on-the-go coaching and brainstorming, as well as its **handwriting-to-text features** for capturing ideas quickly. We also use **Projects** to keep work organised by client or theme, and **Custom GPTs** to embed brand voice, values, and specialist knowledge into a tailored assistant

<https://chatgpt.com/>



Perplexity AI

An AI-powered search engine that provides concise answers by from multiple sources.

We use it for **quick, summarised answers** and for **deep research**, which provides structured overviews with citations. Perplexity recently released **Comet**, an assistant that goes beyond search – it can summarise videos and web pages, manage research tabs, and draft follow-ups.

<https://www.perplexity.ai/>

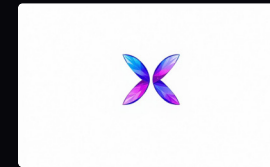


Claude

An AI assistant by Anthropic. It is particularly good at handling longer documents and figures, extracting themes, and maintaining nuance in responses.

We use Claude for creating **Artifacts** such as quizzes, frameworks, and workshop materials, and for situations where **detailed summaries or thematic analysis** are needed. Its ability to handle large volumes of text makes it useful for policy reviews, research synthesis, and content creation that requires structure and depth.

<https://claude.ai/>



Gemini

Google's AI tool that integrates seamlessly with Gmail, Docs, Sheets, Slides, and Drive. It supports tasks such as drafting emails, generating content, summarising information, and searching across large sets of files.

We use Gemini to **summarise long email chains**, and **interrogate folder structures** to surface relevant content quickly.

<http://gemini.google.com/>

AI Tools for Your Workflow (Part 2)



NotebookLM

An AI-powered research and note-taking tool developed by Google. We use this to simplify the digestion of detailed papers and to aid in preparing for meetings, finding its audio summaries particularly useful.

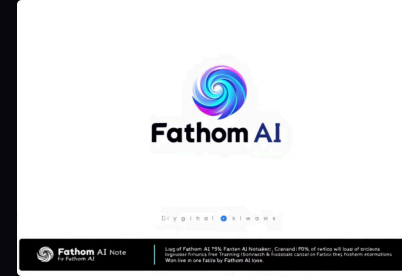
notebooklm.google.com



NoteGPT

An AI summariser and generator designed for videos, podcasts, PDFs, and various other content formats. This tool helps us extract key insights from dense material and quickly generate concise summaries. We also use NoteGPT for transcription services like YouTube videos.

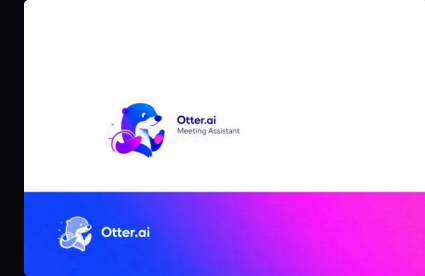
notegpt.io



Fathom

A smart meeting assistant that records, transcribes, and summarises meetings automatically. This helps us ensure that no detail is overlooked and that all important action items are captured. Its integration features make it easy to share meeting recaps and follow-up tasks with the team.

[Fathom Video](https://fathom.video)

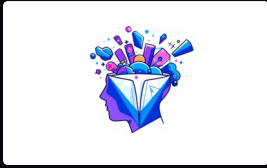


Otter.ai

An AI meeting assistant that provides real-time transcription, automated summaries, and clear action items. We use it for live transcription of in-person meetings, making sure we capture every spoken word. For online meetings, we typically prefer Fathom due to its advanced collaboration features.

otter.ai

AI Tools for Your Workflow (Part 3)



Napkin

A visual thinking tool that turns ideas, notes, and sketches into clear, shareable diagrams. With AI support, Napkin can take rough scribbles or text prompts and generate flowcharts, canvases, and concept maps. We use it for brainstorming, capturing workshop ideas, and creating simple one-page visuals that make complex processes easier to explain.

<https://www.napkin.ai/>



Whimsical

A collaborative workspace offering tools for flowcharts, wireframes, mind maps, and documents, with AI features to assist in diagram creation.

We highly value the ChatGPT Whimsical agent, which transforms our handwritten scribbles into editable process and mind maps.

<https://whimsical.com/>



Loom

A screen recording tool for both laptops and phones, featuring Loom AI that auto-enhances videos and transforms scripts into documents, messages, or bug reports.

We utilise it to create training videos for new processes and then use its AI function to generate SOPs and step-by-step guides.

<https://loom.com/>



Gamma

A presentation and document design platform powered by AI that creates polished slides, handouts, and reports in minutes.

Gamma auto-formats content into clean layouts, saving time on design and structure.

We use it to transform text into professional client-ready decks and to quickly produce handouts from strategy notes or workshop outputs.

<https://gamma.app>

Microsoft Copilot

An AI assistant built into Microsoft 365 apps like Word, Excel, Outlook, and Teams. It supports drafting, summarising, analysing data, and automating tasks directly within the Microsoft ecosystem.

We find Copilot less intuitive than some other AI tools. It is most effective when documents and data are stored in SharePoint or OneDrive, and it offers the reassurance of Microsoft's enterprise-grade security and compliance.

<https://copilot.microsoft.com/>

Your Next Steps Forward

At Jannaway Freelancing, we help organisations make practical, secure use of tools they already have – enabling them to work more clearly, simply, and effectively. Our approach focuses on sustainable implementation that grows with your business.

The future of work isn't about humans versus AI – it's about humans empowered by AI to do their best work.

Ready to Start?

Choose one tip from this guide and implement it this week. Begin with low-risk applications and build your confidence gradually.

Long-term Success

Remember: successful AI adoption isn't about having the latest tools – it's about embedding intelligent assistance into your daily workflows.

Need Guidance?

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