



AI-Powered Productivity Tools

Calendar Management

Managing your calendar can be time-consuming, but AI-powered tools are here to help. These tools automatically prioritize your most important tasks, find optimal meeting times, and help you carve out focused work periods. Say goodbye to calendar chaos and hello to a more productive day.

- [Clockwise](#) helps you find time for deep work by automatically optimizing your calendar. It intelligently schedules meetings when you're most likely to be available and protects your time for focused tasks.
- [Calendly](#) uses AI to simplify the process of scheduling meetings. It automatically finds the best times for everyone involved, considering availability and time zones, and helps you avoid double bookings.

All tools offer free trials

Meeting Note Management

Taking notes during meetings can be a challenge, especially when you're trying to stay engaged in the conversation. AI-powered note-taking tools simplify this process by automatically transcribing meetings, highlighting key points, and organizing notes for easy reference later.

- [Otter.ai](#) provides real-time transcription of meetings, allowing you to capture every detail without the distraction of note-taking. It also highlights key points and generates summaries, so you can easily review important information.
- [Read.ai](#) uses AI to analyze and transcribe meetings in real-time, offering insights and summaries that make it easy to capture and share key takeaways. It also provides sentiment analysis to gauge the tone of the conversation.

All tools offer free trials

Task Management

Managing daily tasks can quickly become overwhelming, but AI task management tools help you stay on top of your workload. These tools prioritize tasks based on deadlines, importance, and your personal work habits, ensuring you focus on what matters most.

- [Todoist](#) uses AI to help you prioritize tasks, set realistic deadlines, and manage your to-do list more effectively. The tool learns from your behavior and suggests optimal times to complete tasks.
- [Taskade](#) leverages AI to help you organize your tasks, set priorities, and collaborate with your team. It uses natural language processing to streamline task creation and provides smart recommendations for task management.