BEGINNER · 11 min read · November 2, 2026 · By Kelly Stratton

The Best AI Tools for 12 Everyday Tasks

Emails, studying, research, slides, meeting notes, resumes, contracts, and more. The one AI tool I'd open for each everyday task, why it wins that job, and the first thing to type so you get a good result in minutes.

You already know AI can help. The hard part is knowing which app to open. There are hundreds of them, and most people either stick with the one they tried first or give up because they don’t know where to start. This guide fixes that. Twelve tasks you actually do, the one tool I’d open for each, why I picked it over the others, and the first thing to type so you get something good back in minutes, not hours.

IN A NUTSHELL

The best AI tool depends on the job. Claude writes, ChatGPT organizes, NotebookLM studies your files, Perplexity researches the web, Gemini watches videos, Lovable builds websites, Gamma makes slides, Granola takes meeting notes, Wispr Flow types for you, Teal tailors resumes, and Ideogram makes logos.

PART 1 Which AI Tool Should You Use for Each Task?

12 everyday tasks and the AI tool I'd open for each



Impeccable emails: Claude
Clear, warm, and it sounds like a person.



Messy notes into a real plan: ChatGPT
Turns a brain dump into steps, dates, and a checklist.



Studying for a test: NotebookLM
Answers only from your chapter, notes, or slides.



Deep research for a big project: Perplexity
Searches the web and shows a source for every claim.



The gems from a two-hour video: Gemini
Give it a YouTube link and get the parts that matter.



A website without code: Lovable
Describe the site in plain words and it builds it.



Beautiful slides in minutes: Gamma
Type a topic, get a finished deck you can edit.



Perfect meeting notes: Granola
Listens on your computer, no bot joins the call.



Thoughts out faster: Wispr Flow
Talk in any app and it types clean text for you.



A resume that matches the job: Teal
Shows what the posting asks for that your resume doesn't say.



What a contract really says: Claude
Reads the whole thing and explains it in everyday words.



A logo by tonight: Ideogram
The image tool that spells the words in your logo right.

PART 2 What Is the Best AI Tool for Writing Emails?



Claude. Claude is the best AI tool for writing emails because it writes like a thoughtful person, not a sales pitch. It keeps a calm, clear tone, skips the gushing openers most AI tools love, and matches your voice closely when you show it an email you wrote yourself.

Why I picked it: Email is where AI writing gets noticed, because people read it closely and they know how you usually sound. Claude also has a Styles setting where you add a few things you've written and it learns how you sound, so you don't have to explain your tone every time.

Open Claude, add the email you're answering, and type:

PROMPT

```
Write my reply to this email. What I want to say: [one sentence].
Keep it under 120 words, friendly and direct, and sound like me.
Here's an email I wrote before so you can match my tone: [add one].
```

PART 3 How Do You Turn Messy Notes Into a Plan?



ChatGPT. ChatGPT is the best tool for turning messy notes into a plan because it takes the mess in any form. Type it, upload a photo of your handwriting, or talk it through out loud in voice mode, and it finds the order hiding in it: the goal, the steps, and what to do first.

Why I picked it: A plan is rarely finished in one sitting. In ChatGPT you can keep the conversation in a Project and come back next week to say "I finished steps one and two, what's next?" and it picks up where you left off. That makes it a planning partner, not a one-time cleanup.

Open ChatGPT and type:

PROMPT

```
Here are my messy notes. Turn them into a plan: the goal in one line,
the steps in order, what I need for each step, and a simple checklist.
Ask me about anything that's missing before you guess.
[add your notes or upload a photo of them]
```

PART 4 What Is the Best AI Tool for Studying?



NotebookLM. NotebookLM is the best AI tool for studying because it answers only from the material you give it: your chapter, class notes, or slides. Every answer comes with a small number you can click to see the exact spot in your notes, so you're studying what was assigned, not something pulled from the internet.

Why I picked it: Other chatbots fill the gaps with whatever they already know, which is a problem when the test is on your textbook's version. NotebookLM also turns the same material into flashcards, a practice quiz, or an audio overview that sounds like two people talking through your notes. It's free with a Google account.

Open NotebookLM, make a new notebook, add your sources, and type:

PROMPT

```
Make me a one-page study guide from these sources, then quiz me
with 10 questions one at a time. Tell me where in my notes each
answer comes from.
```

If you'd rather study with ChatGPT, my ChatGPT study codes work in any chat.

PART 5 What Is the Best AI Tool for Research?



Perplexity. Perplexity is the best AI tool for research because it was built as a search engine first. It searches the web for every question and puts a numbered source next to each claim, so you can click through and check before you trust it, which matters most when the project is a big one.

Why I picked it: For a big project, its Research mode is the difference. It spends a few minutes reading through dozens of pages and writes you a full report with every source listed, the kind of first pass that would take you an afternoon. You still check the sources that matter most, but you start from a map instead of a blank search bar.

Open Perplexity, choose Research, and type:

PROMPT

```
I'm researching [project]. Give me the most important facts,
where people disagree, and the questions I should be asking.
Cite a source for every claim.
```

PART 6 How Do You Get the Good Parts of a Long Video?



Gemini. Gemini is the best tool for pulling the good parts out of a long YouTube video because Google owns YouTube, and Gemini can work from a video straight from its link. Give it the link, ask for the main points with timestamps, and you get the gems in a minute instead of sitting through two hours.

Why I picked it: Most chatbots can’t open a YouTube link at all, or they only read the title and description. Gemini works from what’s actually said in the video, so you can ask follow-up questions like “what did she say about pricing?” and jump straight to that

moment.

Open Gemini and type:

PROMPT

```
Here's a YouTube video: [add link]. Give me the 5 most useful
points, the timestamp for each, and anything I should actually do.
```

My Gemini YouTube guide has more ways to use it.

PART 7 What Is the Best AI Tool to Build a Website?



Lovable. Lovable is the best AI tool for building a website without code because you describe the site in plain words and it builds a real, working site while you watch. You change anything by asking, like "make the header bigger" or "add a booking button," and when you like it, you publish it.

Why I picked it: A lot of AI website builders drop your words into a template that looks like everyone else's. Lovable builds the whole site from your description, so it looks like your business. And because you edit by asking, you never have to learn a website editor to change it later.

Open Lovable and type:

PROMPT

```
Build a one-page website for [your business]. Who it's for: [ ].
What I want visitors to do: [book a call / buy / sign up].
Warm, simple, lots of white space. Include my contact info: [ ].
```

Want it to look expensive? My five free design sites show you how to give Lovable a style to copy.

PART 8 What Is the Best AI Tool for Presentations?



Gamma. Gamma is the best AI tool for presentations because it designs the slides, not just the words. Type your topic and who it's for, and in about a minute you have a full deck with layouts, headings, and images. Then you edit it like a document instead of fighting with text boxes.

Why I picked it: ChatGPT can write your slide text, but you still have to build every slide yourself. Gamma does the design part, which is where most of the time goes. When you're done, you can export to PowerPoint, Google Slides, or PDF and present from whatever you normally use.

Open Gamma, choose Presentation, and type:

PROMPT

```
A 10-slide presentation on [topic] for [audience]. One idea per
slide, short headlines, and a final slide with three next steps.
```

PART 9 What Is the Best AI Tool for Meeting Notes?



Granola. Granola is the best AI tool for meeting notes because no bot joins your call. It runs on your computer and listens to the meeting audio itself. When the meeting ends, it turns the conversation and the few words you jotted down into clean notes with the decisions and the next steps.

Why I picked it: Most note-takers send a bot into the meeting, and everyone sees it show up. Granola works with Zoom, Google Meet, Teams, or anything else that plays through your computer, and your own quick notes tell it what mattered to you. Still let people know you're taking notes with AI. It's polite, and some workplaces require it.

Download Granola, start it when your meeting starts, and when it's over, ask it:

PROMPT

```
What did we decide, who's doing what, and by when?
```

PART 10 How Do You Get Your Thoughts Out Faster?



Wispr Flow. Wispr Flow is the best tool for getting your thoughts out faster because you just talk and it types, in almost any app on your computer or phone: email, texts, documents, even a chat with Claude. It takes out the "ums," adds the punctuation, and turns the way you talk into clean text.

Why I picked it: Your phone and computer already have dictation, but it types exactly what you said, stumbles and all. Wispr Flow cleans it up as you go and learns the names and words you use most. It's the fastest way I know to get a long email or a big idea down before you lose it.

Install Wispr Flow, hold the shortcut key, and just talk. Try it the next time you have a long email to write.

PART 11 What Is the Best AI Tool for a Resume?



Teal. Teal is the best AI tool for a resume because it compares your resume to the exact job you want. Add the job posting and it shows you which skills and keywords the posting asks for that your resume doesn't mention yet, so you can tailor one resume to one job instead of sending the same one everywhere.

Why I picked it: It's built for job hunting from start to finish. Teal keeps every version of your resume, saves job posts you find online, and tracks where you applied. ChatGPT can rewrite a bullet for you, but Teal shows you which bullets need rewriting for this job.

Open Teal, add your resume, add the job, and look at the match. Then add only the skills you really have, in your own words. My resume prompt helps you rewrite the bullets once you know what's missing.

PART 12 How Do You Understand a Contract Before You Sign?



Claude. Claude is the best AI tool for understanding a contract because it reads a long document all the way through and explains it in everyday words. Upload a lease, a gym membership, or a client agreement, and ask what you're agreeing to, what it costs you, and how you get out of it.

Why I picked it: Contracts hide the important parts on page nine. Claude handles long documents well and will quote the exact section behind each answer when you ask, so you can check it yourself instead of taking its word. You can also ask it to point out anything vague or one-sided before you sign.

Open Claude, upload the contract, and type:

PROMPT

```
Explain this contract like I'm signing it tomorrow. What am I
agreeing to, what does it cost me, how do I get out of it, and
what would you ask about before signing? Quote the section for
each answer.
```

This helps you ask better questions. It isn't legal advice, so for anything big, take those questions to a lawyer.

PART 13 What Is the Best AI Tool to Make a Logo?



Ideogram. Ideogram is the best AI tool for making a logo because it spells your words right. Most image tools scramble the letters in a business name. Ideogram was built to put clear, readable text into images, so you get a logo with your actual name in it, in seconds.

Why I picked it: A logo is mostly the name, so that's the one part that has to work. Ideogram also gives you several versions at once, so you can pick the one that feels like you and ask for small changes from there.

Open Ideogram and type:

PROMPT

```
A simple, modern logo for "[business name]", a [what you do].
Clean icon, the name in a bold readable font, white background.
```

Make a few, pick your favorite, and ask for small changes until it feels like you.

START HERE Where to Start This Week

Pick the job that eats the most of your week and start there. If it's email, open Claude. If it's a pile of to-dos in your head, open ChatGPT. One tool used every day beats twelve tools you meant to try. Once the first one feels easy, add the next.

Want the other way to pick? My best AI tools for every task guide compares the app most people use by default with the one that beats it.

FAQ Questions People Ask About the Best AI Tools

Straight answers

What are the best AI tools for everyday use?
Claude for emails and contracts, ChatGPT for turning messy notes into a plan, NotebookLM for studying, Perplexity for deep research, Gemini for long YouTube videos, Lovable for websites, Gamma for slides, Granola for meeting notes, Wispr Flow for talking instead of typing, Teal for resumes, and Ideogram for logos. Start with the one that matches the job in front of you today.

Which AI tool should I use?
Pick by the job, not by the brand. If you're writing something people will read closely, open Claude. If you have a pile of thoughts to organize, open ChatGPT. If the answer lives in your own files, open NotebookLM. If the answer lives on the internet and you need sources, open Perplexity.

What is the best AI tool for writing emails?
Claude. It writes emails that sound like a calm, clear person instead of a sales pitch, and it's good at matching your tone when you show it an email you've written before. Add the email you're answering, say what you want to get across in one sentence, and ask for a reply under 120 words.

What is the best AI tool for presentations?
Gamma. You type the topic and who it's for, and it builds a full slide deck with layouts, headings, and images in about a minute. Then you edit it like a document. It's much faster than starting from a blank PowerPoint, and you can export the finished deck to PowerPoint or PDF.

What is the best AI tool for meeting notes?
Granola. It runs on your computer and listens to the meeting audio itself, so no bot joins your call. You jot a few words while people talk, and when the meeting ends it turns your jottings and the conversation into clean notes with decisions and next steps.

What is the best AI tool for studying?
NotebookLM. You upload your chapter, notes, or slides, and it answers only from those sources, with a pointer to the exact spot. It can turn your material into a study guide, flashcards, a practice quiz, or a podcast-style audio overview you can listen to on a walk.

What is the best AI tool for a resume?
Teal. Add the job posting next to your resume and it shows you which skills and keywords from the posting your resume is missing, so you can tailor it to that one job instead of sending the same resume everywhere. Only add skills you actually have.

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