

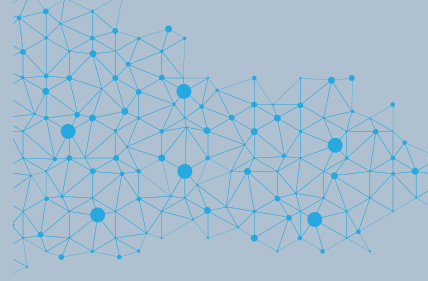


AI TOOLS

we use at



ChatGPT



A conversational AI developed by OpenAI, capable of generating human-like text based on user prompts. Engage in interactive conversations, generate content, or seek explanations on diverse topics.

We like using the voice option for on the go coaching and brainstorming as well as handwriting to text options.

chatgpt.com



Perplexity AI

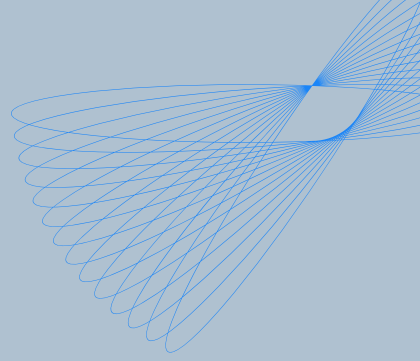
An AI-powered search engine that provides concise answers to user queries by summarising information from multiple sources.

We use for quick, summarised answers to various questions, similar to a search engine but with concise responses. We like its deep research option.

perplexity.ai



Claude

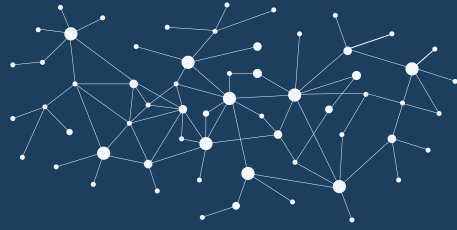


An AI assistant by Anthropic, designed for natural language understanding and generation, focusing on safety and reliability. Similar to ChatGPT, use for generating text, drafting emails, or brainstorming ideas.

We use it for creating artifacts like quizzes and for when detailed summary and themes are needed.

claude.ai





Gemini

Google's AI tool that integrates with Google services to assist with tasks like drafting emails, generating content, and providing information.

We use to summarise email trails, review documents and interrogate our folder structure for saved documents.

gemini.google.com

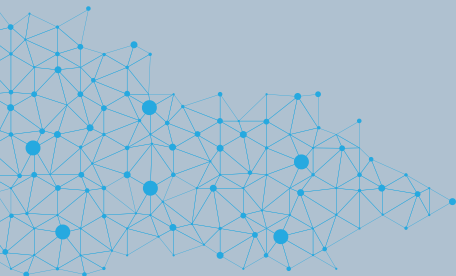


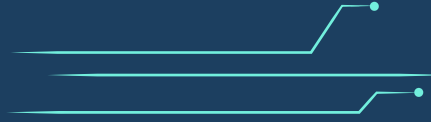
Microsoft Copilot

An AI assistant integrated into Microsoft 365 applications, aiding in drafting documents, analyzing data, and automating tasks.

We are trying to learn to love Copilot as we need to use it for some of our clients but ...

copilot.microsoft.com





Fathom

An AI notetaker that records, transcribes, and summarises meetings, allowing users to focus on conversations without manual note-taking.

We use it to automate meeting notes and summaries. We love the fact it sync's to Hubspot and creates tasks for our actions.

fathom.video





NotebookLM

An AI-powered research and note-taking tool by Google that helps users interact with their notes and documents, providing summaries and answering questions based on the content.

We use this for making detailed papers easier to digest and to help us prep for Governor meetings! We love the audio summaries.

notebooklm.google.com



NoteGPT



An AI summariser and generator designed to enhance learning by providing summaries of videos, PDFs, and other content, as well as generating notes and mind maps.

We use this to extract the transcripts of training videos and learning sessions so we can share the knowledge more easily

notegpt.io





Otter.ai

An AI meeting assistant that provides real-time transcription, automated summaries, and action items for meetings.

We use for live transcription of face to face meetings, generating summaries, and capturing actionable items. For online we prefer Fathom.

otter.ai





Whimsical

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

We love the Chatgpt Whimsical agent which takes our handwritten scribbles and creates visual representations and diagrams like process and mind maps which we can then edit.

whimsical.com



Loom



Screen recording on your laptop and phone. Loom AI auto-enhances your video and instantly transforms your script into a document, message, or bug report.

We use for creating training videos for new processes for clients and ask the AI function to provide SOP and step by step instruction guides.

loom.com





Jannaway Freelancing Ltd

Change and project management consultancy

Connecting people, processes and purpose - Enabling you to transform, grow and thrive

- **Ethical & Responsible Use** – We ensure AI aligns with our values, prioritising honesty, transparency, and positive impact.
- **Human Oversight** – AI supports decision-making, but people remain in control. We always review, validate, and refine AI-generated insights.
- **Data Protection & Privacy** – We use AI responsibly, respecting confidentiality and safeguarding sensitive information.
- **Bias Awareness** – We question AI outputs, checking for bias and ensuring fair, inclusive outcomes

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