



FREE PRACTICAL LEARNING EBOOK

AI Tools for Work & Business

Choose practical AI tools for research, writing, design, meetings and productivity.



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Learn practical skills. Build smarter systems. Grow with confidence.

START HERE

What you will be able to do

AI tools change quickly. This guide teaches stable use cases and selection criteria rather than depending on one product.

- Match AI tools to tasks
- Use AI safely for work
- Create repeatable workflows
- Review output for accuracy and brand fit

Practice rule

Use the skill immediately on one real document, dataset, presentation or business task. Practical use creates confidence faster than passive reading.

Learning path

- 1. Choose AI by Use Case
- 2. Writing and Research
- 3. Creative and Visual Work
- 4. Meetings, Data and Automation
- 5. Responsible Use

Choose AI by Use Case

Start with the task, not the popularity of the tool.

Common categories

Group tools by the job they help complete.

- Research and summarization
- Writing and brainstorming
- Image and video creation
- Meetings and transcription
- Data and automation

Selection criteria

Evaluate fit before adoption.

- Output quality
- Privacy controls
- Integration
- Learning curve
- Cost and limits

Try this now

List five repetitive tasks and assign one AI use case to each.

Writing and Research

AI can accelerate a first draft, but human judgment remains essential.

Useful tasks

Use AI to structure information and explore options.

- Outline creation
- Copy variations
- FAQ drafting
- Research questions
- Summary and comparison

Verification

Check important claims against reliable sources.

- Dates and names
- Statistics
- Legal or medical claims
- Product specifications

Try this now

Create a blog outline, then verify three factual claims using primary sources.

Creative and Visual Work

Good visual prompting includes use, subject, composition and constraints.

Image workflows

Use AI for concept images, backgrounds and visual variations.

- Website hero art
- Ad concept exploration
- Product mockups
- Storyboards

Quality control

Inspect details before publishing.

- Text accuracy
- Hands and objects
- Brand colors
- Copyright and permissions

Try this now

Write one detailed prompt for a website hero with a clear no-text constraint.

Meetings, Data and Automation

AI is most valuable when it reduces repeated manual work.

Productivity

Turn raw information into organized next steps.

- Meeting summaries
- Action-item extraction
- Email drafting
- Spreadsheet explanation

Automation

Connect stable steps only after testing.

- Lead classification
- FAQ responses
- Content repurposing
- Weekly reporting

Try this now

Design a three-step workflow from meeting notes to assigned tasks.

Responsible Use

Do not trade speed for privacy, accuracy or trust.

Safe use

Protect sensitive business and personal information.

- Do not paste passwords or private IDs
- Review provider data controls
- Remove confidential details
- Keep human approval

Disclosure and ownership

Know when AI assistance should be disclosed.

- Client policies
- Platform rules
- Originality checks
- Final human accountability

Try this now

Create a one-page AI usage checklist for your team.

QUICK REFERENCE

Your action checklist

- ☐ Define the task
- ☐ Choose the right category
- ☐ Remove sensitive data
- ☐ Give clear context
- ☐ Check important facts
- ☐ Edit in your own voice

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