30+ Essential AI Tools for Virtual Assistants:

A Comprehensive Guide to Leveraging AI to Elevate Your Services

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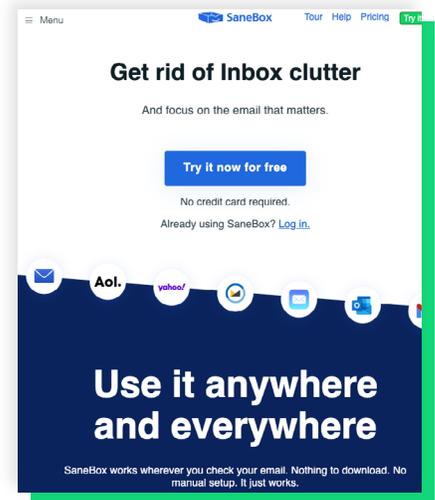# INBOX MANAGEMENT & ORGANIZATION

SaneBox

Link: www.sanebox.com

Description:

SaneBox uses AI to automatically filter and prioritize your emails, helping manage your inbox more effectively.

Example of How to Use It:

A VA can set up SaneBox to ensure that only important client emails reach their inbox, while newsletters and less urgent messages are organized into separate folders.

Price: Free trial available; plans start at $7/month.

Shortwave

Link: www.shortwave.com

Description:

Shortwave is an AI-powered email client that turns your email into a to-do list, making inbox management more intuitive.

Example of How to Use It:

A VA can use Shortwave to organize a client's inbox into actionable tasks, helping them stay on top of priorities without missing important emails.

Price: Free plan available; premium plans start at $9/month.
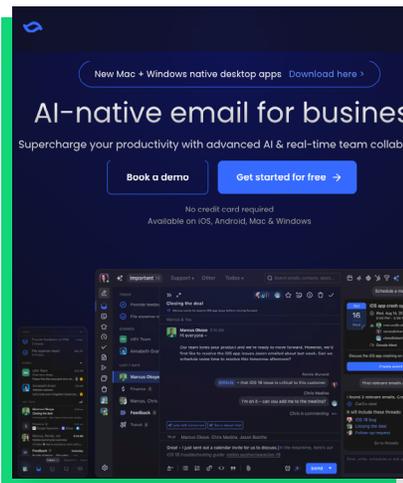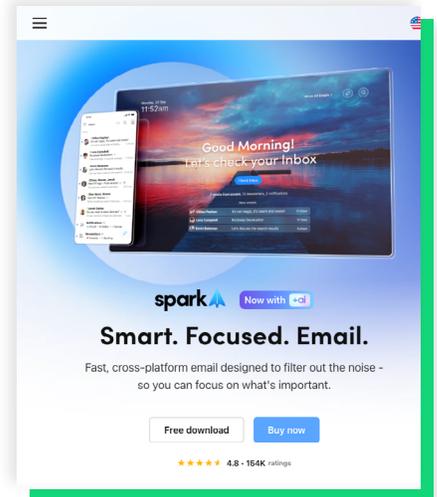
Spark

Link: www.spark.com

Description:

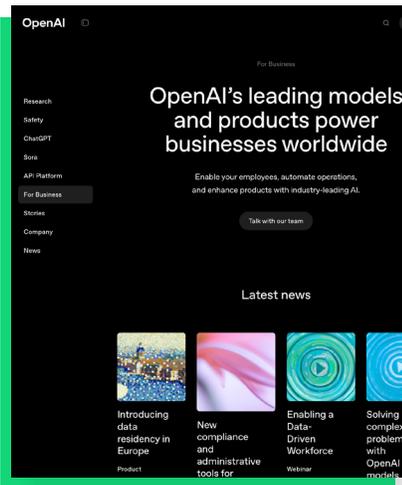Spark is an AI email client that focuses on team collaboration and smart email prioritization.

Example of How to Use It:

A VA can use Spark to collaborate with clients on email drafts, ensuring that responses are accurate and aligned with client goals

Price: Free plan available; premium plans start at $7.99/month.

EMAIL & COMMUNICATIONS

ChatGPT

Link: chat.openai.com

Description:

ChatGPT is an AI language model that can generate human-like text based on the prompts you provide. It can help draft, reply to, and summarize emails.

Example of How to Use It:

A VA can use ChatGPT to quickly draft responses to client inquiries, ensuring that emails are both professional and engaging.

Price: Free plan available; ChatGPT Plus is $20/month.

Lavender

Link: www.lavender.ai

Description:

Lavender is an AI-powered email assistant that helps you write better emails faster, offering real-time suggestions and tone adjustments.

Example of How to Use It:

A VA can use Lavender to craft personalized and impactful follow-up emails for potential clients, improving conversion rates.

Price: Free version available; premium plans start at $29/month.
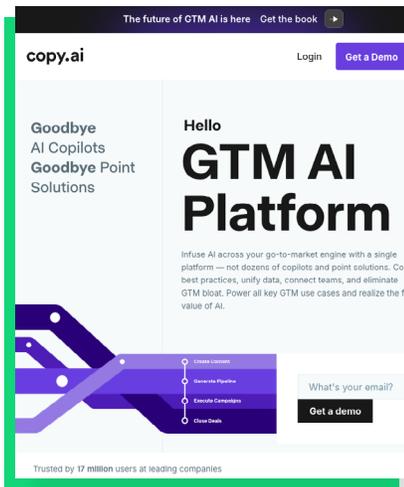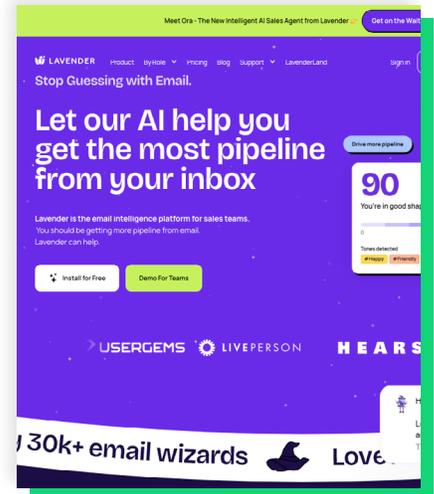
Copy.ai

Link: www.copy.ai

Description:

Copy.ai is an AI writing tool that generates high-quality email content quickly, ideal for marketing and client communication.

Example of How to Use It:

A VA can use Copy.ai to draft a series of marketing emails for a client's product launch, saving time while maintaining quality.

Price: Free plan available; Pro plan starts at $49/month.

# CALENDARING & SCHEDULING

Calendly

Link: www.calendly.com

Description:

Calendly automates meeting scheduling, taking into account availability, time zones, and preferences.

Example of How to Use It:

A VA can use Calendly to manage a client's meeting schedule, allowing external parties to book appointments directly based on availability.

Price: Free plan available; premium plans start at $8/month.
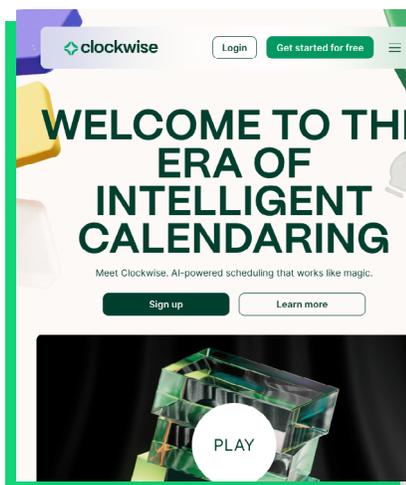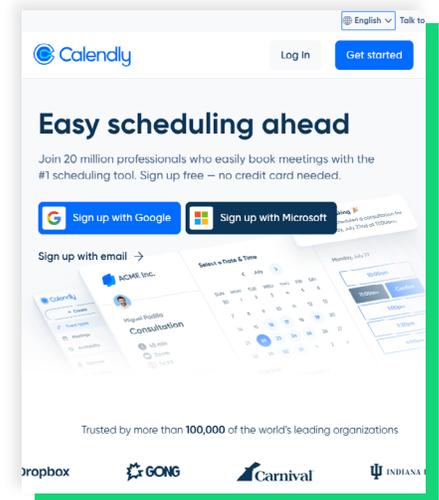
Clockwise

Link: www.getclockwise.com

Description:

Clockwise optimizes your calendar by finding the best times for meetings and deep work.

Example of How to Use It:

A VA can use Clockwise to manage a client's calendar, ensuring that meetings are scheduled without disrupting important work time.

Price: Free version available; premium plans start at $6.75/month.

Reclaim.ai

Link: **www.reclaim.ai**

Description:

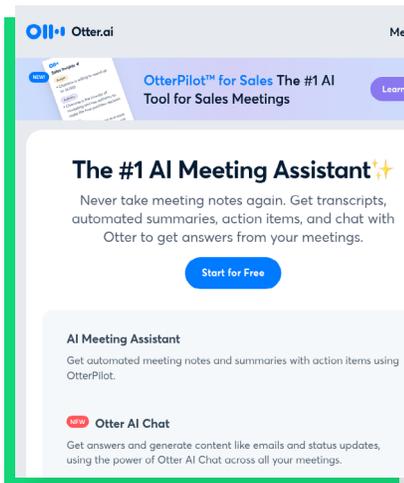Reclaim.ai automatically schedules tasks, habits, and meetings to make the most out of your day.

Example of How to Use It:

A VA can use Reclaim.ai to ensure that a client's routine tasks, such as email review or exercise, are consistently scheduled without conflicting with other obligations.

Price: Free plan available; premium plans start at $8/month.
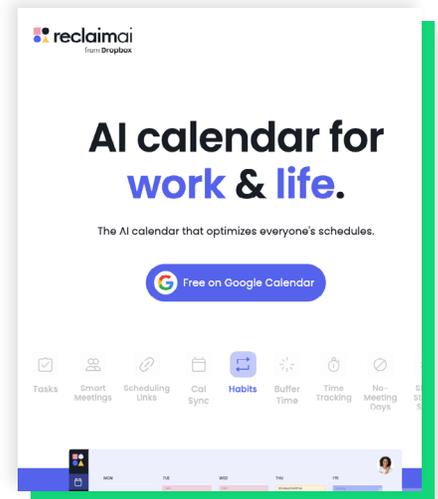
MEETING NOTE-TAKING

Otter.ai

Link: **www.otter.ai**

Description:

Otter.ai automatically transcribes meetings and conversations in real-time, providing detailed meeting notes.

Example of How to Use It:

A VA can use Otter.ai to transcribe a client's weekly team meetings, allowing them to focus on key action items rather than taking notes.

Price: Free plan available; premium plans start at $8.33/month.
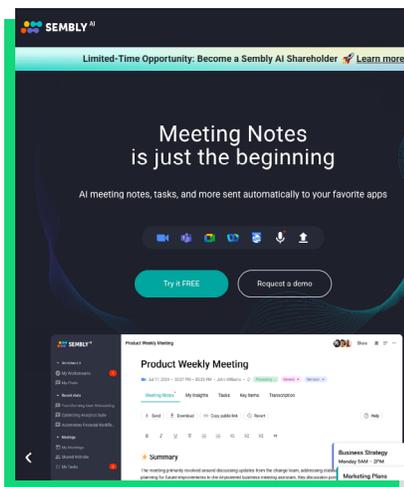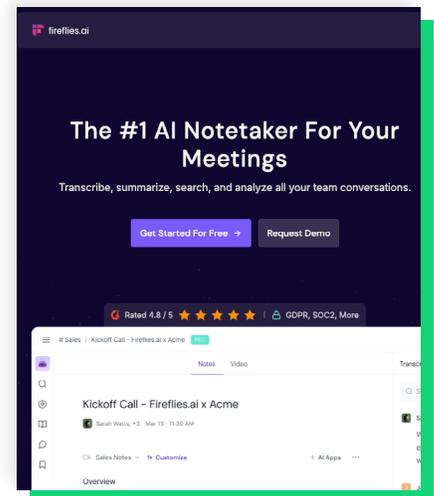
Fireflies.ai

Link: www.fireflies.ai

Description:

Fireflies.ai is an AI-powered meeting assistant that records, transcribes, and organizes meetings.

Example of How to Use It:

A VA can integrate Fireflies.ai with Zoom to create searchable transcripts and highlight key points for a client's review.

Price: Free plan available; premium plans start at $18/month.

Sembly.ai

Link: www.sembly.ai

Description:

Sembly.ai captures conversations and generates actionable insights from meetings.

Example of How to Use It:

A VA can use Sembly.ai to generate a summary of client meetings, highlighting decisions and next steps.

Price: Free version available; premium plans start at $10/month.

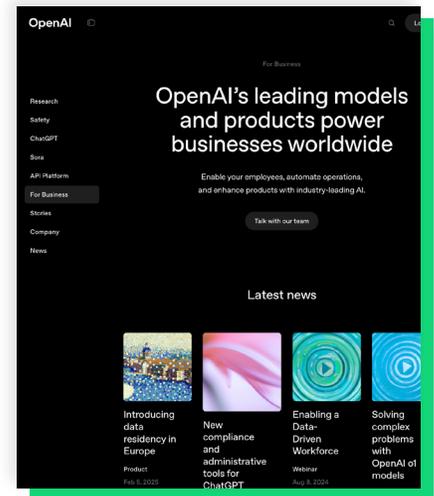# RESEARCH & INFORMATION GATHERING

ChatGPT

Link: chat.openai.com

Description:

ChatGPT assists in gathering information by answering queries, summarizing articles, and generating content.

Example of How to Use It:

A VA can use ChatGPT to summarize recent industry reports for a client, providing key insights in a digestible format.

Price: Free plan available; ChatGPT Plus is $20/month.

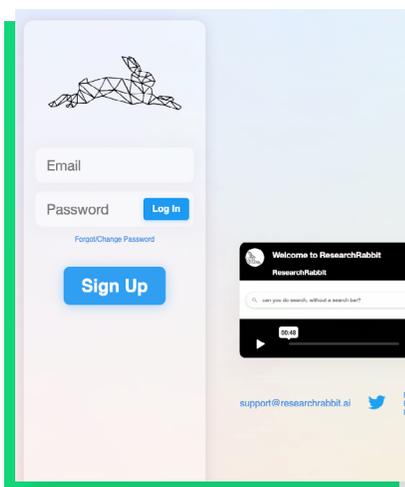

Research Rabbit

Link: www.researchrabbitapp.com

Description:

Research Rabbit is an AI-driven tool that helps explore and discover academic papers and related content visually.

Example of How to Use It:

A VA can use Research Rabbit to create a summary of academic papers on marketing and consumer psychology for a client's research project.

Price:

Perplexity.ai

Link: **www.perplexity.ai**

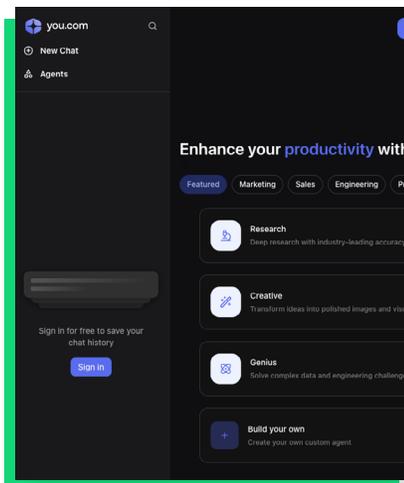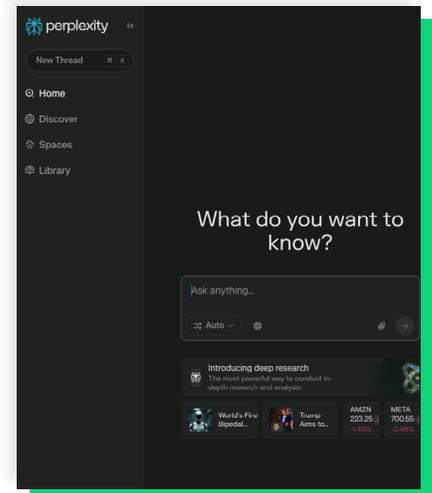**Description:**

Perplexity.ai is an AI-powered search engine that provides concise answers and sources for complex queries.

Example of How to Use It:

A VA can use Perplexity.ai to quickly gather information on a specific market segment for a client's market research project.

Price: Free to use.

You.com

Link: **www.you.com**

Description:

You.com is an AI-powered search engine that customizes search results based on user preferences.

Example of How to Use It:

A VA can use You.com to find up-to-date information on competitors for a client's competitive analysis.

Price: Free to use.

Aisle Planner

Link: **www.aisleplanner.com**

Description:

Aisle Planner streamlines event planning with tools for client management, vendor coordination, and task tracking.

Example of How to Use It:

A VA can use Aisle Planner to create detailed timelines and coordinate with vendors for a client's event, ensuring everything runs smoothly.

Price: Free trial available; plans start at $19.99/month.
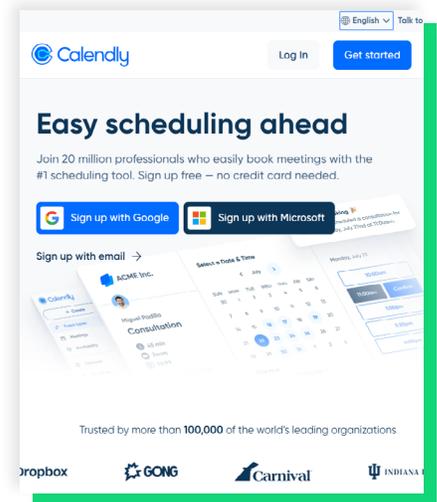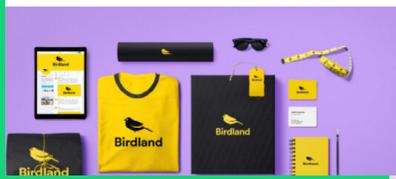
Looka

Link: **www.looka.com**

Description:

Looka is an AI-powered design tool that helps create logos, event branding, and visual identities.

Example of How to Use It:

A VA can use Looka to design a cohesive brand identity for a client's conference, including logos, banners, and social media graphics.

Price: Free to use with limited features; full branding kits start at $4.99.

Prismm

Link: **www.prismm.com**

Description:

Prismm is an AI event planning tool focused on floor planning, guest lists, and seating arrangements.
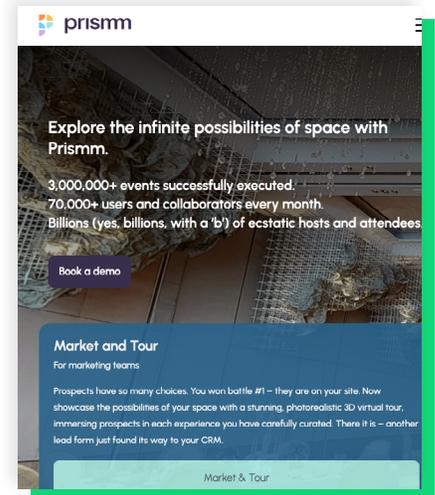
Example of How to Use It:

A VA can use Prismm to create interactive seating charts for a client's wedding, making the planning process more efficient.

Price: Free with limited features; contact for full pricing.

BONUS:
20 Ways Event Planners & Marketers Are Using ChatGPT & AI Tools by vFairs

SOCIAL MEDIA MANAGEMENT & CONTENT CREATION
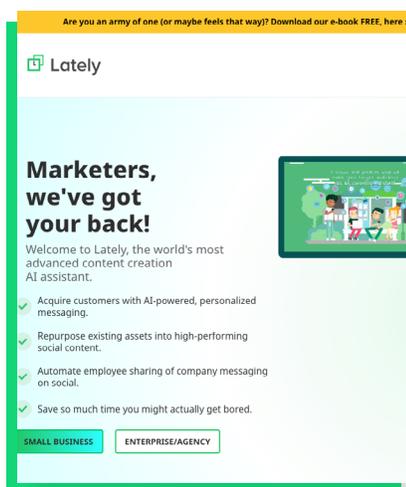
Lately.ai

Link: **www.lately.ai**

Description:

Lately.ai repurposes content into dozens of social media posts designed to drive engagement.

Example of How to Use It:

A VA can use Lately.ai to generate a month's worth of social media content from a client's webinar, ensuring consistent online presence.

Price: Free trial available; pricing on request.

MeetEdgar

Link: **www.meetedgar.com**

Description:

MeetEdgar automates the posting of evergreen content on social media, ensuring continuous engagement.
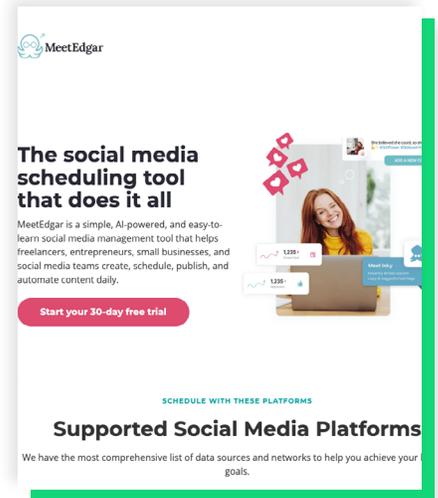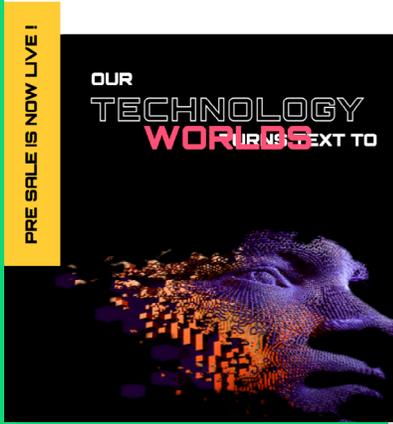
Example of How to Use It:

A VA can set up MeetEdgar to automatically repost popular blog posts, keeping the client's content active without extra effort.

Price: Free trial available; plans start at $29.99/month.

The social media scheduling tool that does it all

MeetEdgar is a simple, AI-powered, and easy-to-learn social media management tool that helps freelancers, entrepreneurs, small businesses, and social media teams create, schedule, publish, and automate content daily.

Start your 30-day free trial

SCHEDULE WITH THESE PLATFORMS

Supported Social Media Platforms

We have the most comprehensive list of data sources and networks to help you achieve your goals.

Opus Ai

Link: **www.opus.ai**

Description:

Sembly.ai captures conversations and generates actionable insights from meetings.

Example of How to Use It:

A VA can use Sembly.ai to generate a summary of client meetings, highlighting decisions and next steps.

Price: Free trial available; pricing on request.
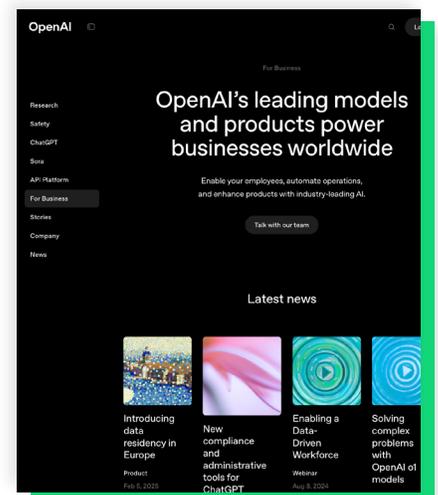
ChatGPT

Link: **chat.openai.com**

Description:

ChatGPT assists in gathering information by answering queries, summarizing articles, and generating content.

Example of How to Use It:

A VA can use ChatGPT to summarize recent industry reports for a client, providing key insights in a digestible format.

Price: Free plan available; ChatGPT Plus is $20/month.

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Enable your employees, automate operations, and enhance products with industry-leading AI.

Talk with our team

Latest news

PROJECT MANAGEMENT
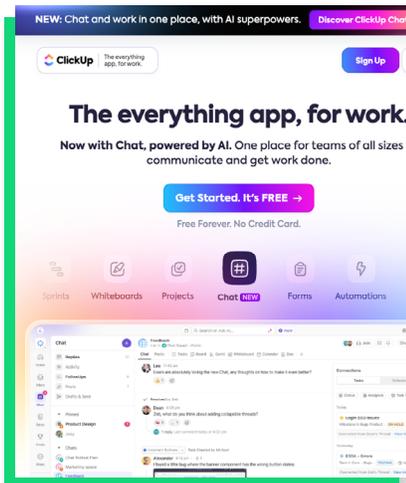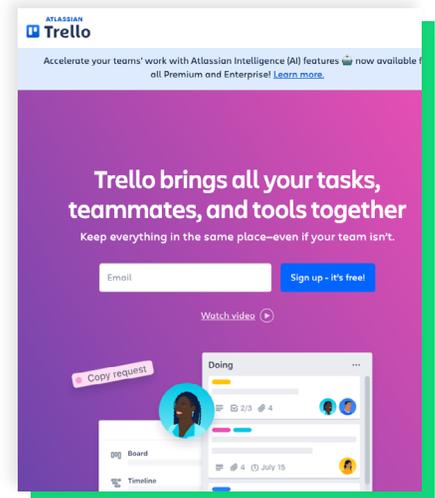
Trello with Butler AI

Link: www.trello.com

Description:

Trello is a project management tool with Butler AI to automate workflows and manage tasks.

Example of How to Use It:

A VA can use Butler AI to automate task assignments and send deadline reminders to team members, ensuring that a project stays on track.

Price: Free plan available; premium plans start at $5/month.

ClickUp

Link: www.clickup.com

Description:

ClickUp is an all-in-one project management tool that uses AI to optimize task management and collaboration.

Example of How to Use It:

A VA can use ClickUp to create custom dashboards for clients, allowing them to track project progress and deadlines at a glance.

Price: Free plan available; premium plans start at $5/month.
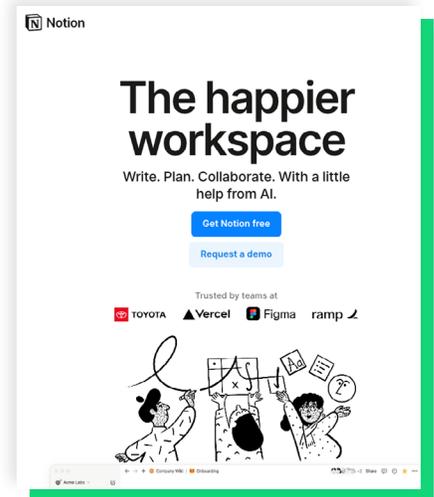
Notion Ai

Link: www.notion.so

Description:

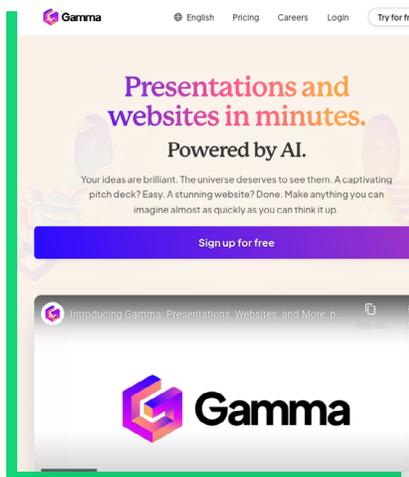Notion AI assists with note-taking, writing, and task management within the Notion workspace.

Example of How to Use It:

A VA can use Notion AI to generate meeting notes and create task lists directly from a project discussion, streamlining workflows.

Price: Notion is free; Notion AI costs $10/month.

PRESENTATION CREATION

Gamma

Link: www.gamma.app

Description:

Gamma uses AI to create visually stunning presentations with minimal input, offering templates and design suggestions.

Example of How to Use It:

A VA can use Gamma to create a pitch deck for a client's new business idea, incorporating custom graphics and consistent branding. Pro tip: Use ChatGPT to create the content or outline first, and then copy the output into Gamma!

Price: Free plan available; premium plans start at $10/month.

Beautiful.ai

Link: **www.beautiful.ai**

Description:

Beautiful.ai is an AI-powered presentation tool that automatically adjusts design elements to ensure your slides look professional.

Example of How to Use It:

A VA can use Beautiful.ai to create a polished investor presentation for a client, with automated design adjustments saving time and effort.

Price: Free trial available; plans start at $12/month.
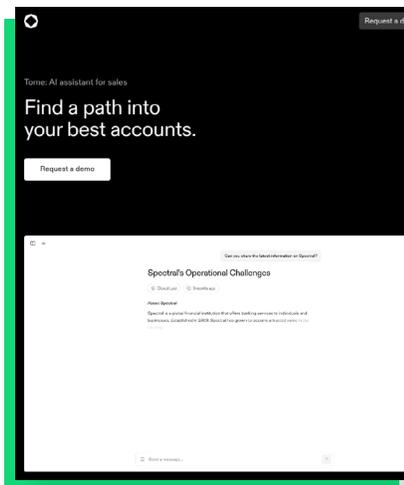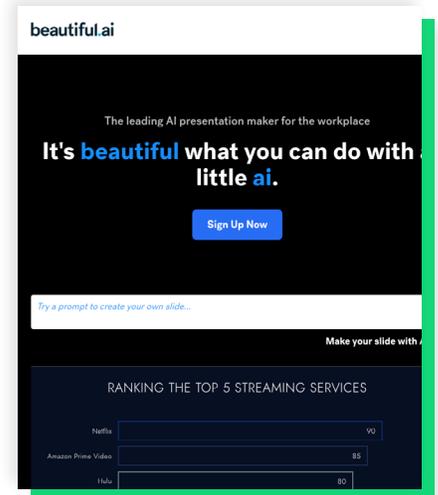
Tome

Link: **www.tome.app**

Description:

Tome is an AI-powered tool that helps create narratives and presentations quickly, using a mix of text, images, and videos.

Example of How to Use It:

A VA can use Tome to create an interactive product demo presentation for a client, integrating videos and graphics seamlessly.

Price: Free plan available; premium plans start at $10/month.

Scribe

Link: www.scribehow.com

Description:

Scribe automatically creates step-by-step guides from your workflows, simplifying the SOP creation process.

Example of How to Use It:

A VA can use Scribe to document a client's onboarding process for new employees, ensuring consistency and saving time on manual documentation.

Price: Free plan available; premium plans start at $29/month.
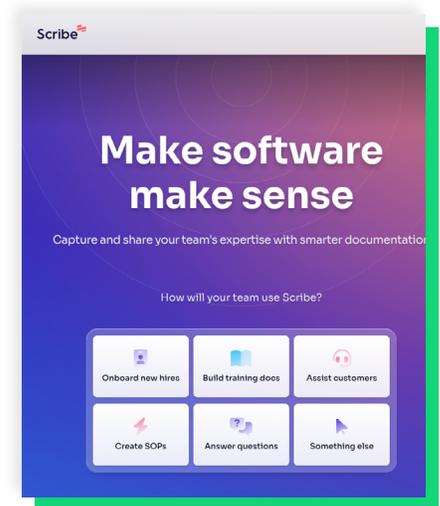
Guidde

Link: www.guidde.com

Description:

Guidde is an AI-powered tool that helps create video SOPs, making training materials more engaging.

Example of How to Use It:

A VA can use Guidde to create video tutorials for a client's software, providing clear and engaging training resources for new users.

Price: Free plan available; premium plans start at $20/month.v
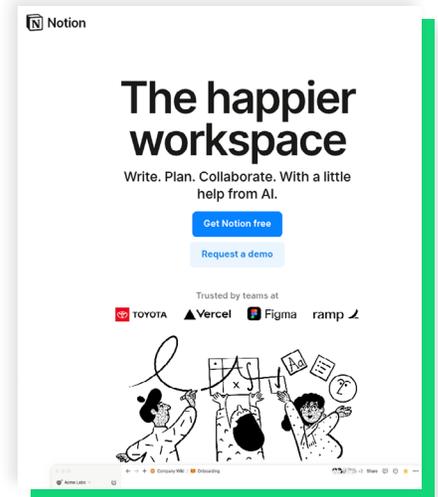
Notion Ai

Link: www.notion.so

Description:

Notion AI assists with note-taking, writing, and task management within the Notion workspace.

Example of How to Use It:

A VA can use Notion AI to generate meeting notes and create task lists directly from a project discussion, streamlining workflows.

Price: Notion is free; Notion AI costs $10/month.

Bonus Resource Library

This section will be updated regularly with links to our favorite resources to support your AI upskilling and professional development!

BELAY RESOURCES

- August 2024 Lunch & Learn- Leveraging AI for Enhanced Productivity and Success Recording
- August 2024 Lunch & Learn- Leveraging AI for Enhanced Productivity and Success Presentation Deck
- Top 20 ChatGPT Prompts for Virtual Assistants

Check back regularly for new resources from the BELAY Talent Team!

Ai ARTICLES

- **Hubspot** | I Tried 10 AI Project Management Tools to See if They're Worth It (Results & Recommendations)
- **Buffer** | 8 of the Best AI Productivity Tools to Help You Optimize How You Work
- **New York Times** | My First Trip to Norway, With A.I. as a Guide (an insightful look into leveraging AI for travel planning for your client)

∞ BELAY