

THE AI TOOLKIT I ACTUALLY USE

To Automate the Busywork and Get Time Back for Growth

Here is exactly what I use.

These are the tools I rely on every week to automate repetitive tasks, save hours, and keep my focus on the work that actually grows the business. Start with one category. Don't try to install everything at once.

Area	Tool(s)	What It Actually Does For You
Content & Writing	ChatGPT / Claude	Draft posts, emails, proposals, and first-pass copy in minutes instead of hours.
Scheduling & Admin	Motion / Reclaim.ai	Auto-schedules your calendar and tasks around your priorities, no manual juggling.
Meetings & Notes	Otter.ai / Fireflies	Records, transcribes, and summarises calls automatically, with action items pulled out.
Customer Service	Intercom Fin / Tidio AI	Handles first-line customer queries 24/7 so you're not glued to your inbox.
Research & Data	Perplexity / NotebookLM	Turns hours of research into a sourced summary in minutes.
Design & Visuals	Canva Magic Studio	Creates on-brand graphics and social content without a designer.
Automation / Glue	Zapier / Make.com	Connects your other tools so data moves automatically, no copy-pasting.

The Part Most People Skip

Tools alone don't fix anything. The businesses who actually save time and money are the ones who map their processes first, then apply the right tool to the right task, with a clear policy on what AI should and shouldn't touch.

That's the gap I help close.

WANT A CLEAR, SAFE AI ROADMAP FOR YOUR BUSINESS?

The SME AI Adoption Clinic is a half-day session covering process mapping, the right tools for your business, a responsible use policy, and a 30-day roadmap.

Book a free 30-minute discovery call. Email info@p3managementconsulting.co.uk.