

Top 10 AI Tools Everyone Should Know

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FREE CHECKLIST: Top 10 AI Tools Everyone Should Know

(Perfect companion to "AI Made Simple")

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1. ChatGPT

Best for: Quick answers, brainstorming, learning anything

 **Link:** <https://chat.openai.com>

◆ **Try This Today:**

"Explain how AI works like I'm a complete beginner."

"Help me write a friendly email to cancel a subscription."

 **Pro Tip:** Always double-check facts—AI can make mistakes!

2. Canva Magic Studio


Best for: Easy social media graphics, flyers, cards

 **Link:** <https://www.canva.com>

◆ **Try This Today:**

"Design a birthday card with a beach theme."

"Make a Facebook post inviting friends to a book club."

 **Pro Tip:** Use the "Magic Design" tool—just describe what you want!

3. Google Lens

Best for: Translating text, identifying plants & objects

 **Link:** <https://lens.google> (Android/iOS app)

◆ **Try This Today:**

Point at a foreign language menu → "Translate to English."

Take a photo of a flower → "What plant is this?"

 **Pro Tip:** Use it to scan barcodes for product reviews!

4. Otter.ai

Best for: Recording & transcribing meetings, doctor visits

 **Link:** <https://otter.ai>

◆ **Try This Today:**

"Record my next phone call with the doctor."

"Transcribe my voice notes about book ideas."

 **Pro Tip:** Enable "Auto-Summarize" for quick takeaways.

5. Seeing AI (Microsoft)


Best for: Helping visually impaired users navigate the world

 **Link:** [iOS App Store](#)

◆ **Try This Today:**

Point at a grocery item → "What's the expiration date?"

Hold a handwritten note → "Read this aloud to me."

 **Pro Tip:** Great for reading mail or prescription labels!

6. Grammarly


Best for: Writing error-free emails & messages

 **Link:** <https://www.grammarly.com>

◆ **Try This Today:**

"Check this message for a polite tone."

"Fix my resume grammar and clarity."

 **Pro Tip:** Install the browser extension—it works everywhere!

7. ElevenLabs

Best for: Voice cloning (ethical uses like preserving memories)

 **Link:** <https://elevenlabs.io>

◆ **Try This Today:**

"Record my voice reading a poem for my grandkids."

"Make a voiceover for my family slideshow."

 **Pro Tip:** Keep recordings short for best quality!

8. Google Photos AI


Best for: Organizing & finding old photos instantly

 **Link:** <https://photos.google.com>

◆ **Try This Today:**

"Show me photos of my dog from last summer."

"Create a collage of beach vacations."

 **Pro Tip:** Type "docs" or "receipts" to find scanned papers!

9. Brain.fm

Best for: AI-generated focus music or relaxation

 **Link:** <https://www.brain.fm>

◆ **Try This Today:**

"Play 30 minutes of music for deep work."

"Help me relax with nature sounds."

💡 **Pro Tip:** Works best with headphones!

🔒 10. Signal

Best for: Private messaging (alternative to Alexa/Siri)

🔗 **Link:** <https://signal.org>

♦ **Try This Today:**

"Send a voice message to my family group chat."

"Turn on 'Disappearing Messages' for privacy."

💡 **Pro Tip:** No ads—and no AI listening to your chats!