

AI Tool Comparison Matrix				
Tool Category	Best Use Case	Example Tools	Strengths	Learning Curve
Chat Assistants	Drafting, summarising, planning	ChatGPT, Claude, Gemini, Copilot	On-demand insight and writing support	Low to Medium
Automation Builders	Connecting apps, automating workflows	Zapier, Make.com	Hands-free automation, repetitive task reduction	Medium to High
Calendar AI	Smart scheduling, time blocking	Reclaim, Clockwise, Motion	Time optimisation based on task priority	Medium
Meeting Summarizers	Meeting transcription, summary, follow-up	Otter.ai, Fireflies, Fathom, Zoom	Accurate summaries and action capture	Low
Workspace AI	Organising workspaces, notes, and tasks	Notion AI, ClickUp AI, Microsoft 365 Copilot	Integrated notes, action tracking, and AI suggestions	Medium
Inbox & Email AI	Managing replies, inbox clean-up	Superhuman, Shortwave, Gmail AI	Inbox decluttering and reply generation	Low to Medium