Cliff Worley
Play Forward

AI PLAYTIME · FREE GUIDE

My AI tech stack, and what each tool is *for.*

You saw the logo slide. This is the cheat sheet that goes with it: what every tool does, how I actually use it day to day, and the one thing I'd try first in each.

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AIPLAYTIME.AI
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START HERE

You don't need all of these. *Seriously.*

I pay for every tool on that slide because I train teams at Fortune 500 companies on them, and I can't teach a tool I don't use. **You are not me.** Most people get 80% of the value from one main AI assistant plus one or two tools that fix a daily annoyance, like meeting notes or typing.

Every tool in this guide gets three lines: **what it is**, **how I use it**, and **try it for**, one small task you can do this week to see if it earns a spot in your day.

IF YOU ONLY TRY THREE

Start *here.*

01

Pick one main assistant

ChatGPT or Claude for personal use. If your company gives you Copilot, start there for work. Use it every day for a week.

02

Fix your biggest time sink

Lots of meetings? Quill. Lots of typing? Wispr Flow. Drowning in email? Town. Pick the one that hurts most.

03

Swap one Google search

Next time you'd Google something with a "why" or "how" in it, ask Perplexity instead and compare.

How the stack breaks down

Think, write, analyze	The Big Four
Search and learn	Perplexity, NotebookLM
Meetings, voice, your day	Quill, Wispr Flow, Town
Agents that work for you	Muse, Dots, Duet
Build and create	Replit, Beautiful.ai, Magnific
Grow an audience	beehiiv, Snowball

Before you sign up for anything

- **At work?** Check what your company approves first. Don't put company data into a personal account.
- **Try the free tier** before paying. Most tools here have one.
- **Agents need access** to your email and calendar. Read what you're granting and keep approvals turned on.
- **AI is confident when it's wrong.** You're the final check on anything that leaves your hands.

THE TOOLS, PART 1

Your everyday *thinking* partners.

The Big Four / AI assistants

PICK ONE TO START

ChatGPT CLIFF'S FAVE

chatgpt.com

OpenAI's assistant. The most popular AI tool in the world, great all-rounder for writing, brainstorming, images and voice chat.

How I use it: one of my two daily drivers. Drafting, thinking out loud, and quick answers when I'm on my phone.

Try it for: "Here's my week. What should I cut?" Paste your to-do list and see what it says.

Claude CLIFF'S FAVE

claude.ai

Anthropic's assistant. Known for strong writing that sounds human, careful reasoning, and handling long documents.

How I use it: my other daily driver. Anything I write in my own voice, long docs, and building reusable workflows.

Try it for: upload a long PDF or report and ask for the five things you need to know and the decisions it asks of you.

Gemini

gemini.google.com

Google's assistant. Plugs into Gmail, Docs, Drive and the rest of Google Workspace.

How I use it: I teach on it, so I use it to stay sharp. Best fit if your life already runs on Google.

Try it for: asking it to find and summarize an email thread you can't remember the details of.

Copilot

copilot.microsoft.com

Microsoft's assistant, built into Outlook, Word, Excel, PowerPoint and Teams. The one most companies hand their employees.

How I use it: most of the companies I train are Copilot shops, so I know it inside and out.

Try it for: recapping a Teams meeting you missed, or drafting a reply to a long Outlook thread.

Search and learning

REPLACE GOOGLE, STUDY FASTER

Perplexity

perplexity.ai

An AI search engine. Ask a question, get a written answer with the sources linked so you can check them.

How I use it: all of my search. I don't use Google for search anymore.

Try it for: your next "what's the best..." or "how does..." question. Click two sources to check it.

NotebookLM

notebooklm.google.com

Google's research notebook. Load your own PDFs, links and videos, and it answers only from those sources.

How I use it: learning and summarizing. I drop in material I need to understand fast and quiz myself on it.

Try it for: loading a dense report and generating the audio overview to listen to on a walk.

THE TOOLS, PART 2

Tools that give you your *time* back.

Meetings, voice and your day

THE DAILY TIME SAVERS

Quill — quillmeetings.com

AI meeting notes for Mac and Windows. No bot joins your call, and recordings stay on your computer by default.

How I use it: every meeting I'm in. Transcripts, summaries and action items, all saved locally.

Try it for: your next Zoom or Teams call. Ask it for the follow-ups afterward.

Wispr Flow — wisprflow.ai

Voice dictation that works in any app. You talk, it types clean text with the filler words removed.

How I use it: anywhere I'd normally type. Emails, Slack, and long prompts to AI.

Try it for: talking through your next long prompt instead of typing it. You'll give more context.

Town — town.com

An AI personal assistant with its own email address. Connects to your email and calendar and works in the background.

How I use it: my AI executive assistant. Preps me for meetings, drafts emails, keeps me organized.

Try it for: a daily morning briefing of today's meetings and what needs a reply.

The new wave / personal AI agents

BRAND NEW, FALL 2026

WHAT'S AN AGENT?

A regular AI assistant answers when you ask. An agent **keeps working in the background** on its own computer in the cloud: watching your inbox, booking things, following up, then checking with you before it acts. All three of these launched in the last two months. They're early, so **start with low-stakes tasks** and keep approvals on.

Meta Muse — muse.ai

Meta's personal agent. Handles email, calendar, reservations and deals. Works in its app or inside WhatsApp. US only.

How I use it: I had it work through an email inbox. Easiest of the three to set up.

Try it for: triaging your inbox. Review what it suggests before it sends anything.

OpenAI Dots — inside ChatGPT

OpenAI's always-on agent, launched inside ChatGPT. Schedules meetings, plans travel, and runs multi-day tasks.

How I use it: just getting started. Think of it as OpenAI's version of Muse.

Try it for: a task that takes days, like collecting quotes from three vendors. Needs a Pro or Business Premium plan.

Claude Duet — claude.ai

Anthropic's proactive agent, built for professionals and small business owners. Uses the memory and connected apps from your Claude account.

How I use it: newest in my stack. Built for work, not errands.

Try it for: a daily brief of what needs you. Research preview, waitlist only, Pro and Max plans in the US.

THE TOOLS, PART 3

Build it, make it, *share* it.

Build and create

NO DESIGN OR CODING SKILLS NEEDED

Replit

replit.com

Describe a website or app in plain English and its AI builds it, then puts it online for you.

How I use it: building landing pages, without writing code myself.

Try it for: a one-page site for a side project or event. Describe it like you'd brief a designer.

Beautiful.ai

beautiful.ai

A presentation tool with AI that designs your slides for you and keeps layouts clean as you edit.

How I use it: slide creation. It gets me to a polished first draft fast.

Try it for: turning a one-page outline into a 10-slide deck.

Magnific

magnific.com

An all-in-one creative studio (formerly Freepik) for AI images, video and audio, plus its well-known image upscaler.

How I use it: photo and video generation for my content and presentations.

Try it for: a custom header image for your next post, then upscale it.

Grow an audience

FOR CREATORS AND SMALL BUSINESSES

beehiiv

beehiiv.com

A newsletter platform: write, send, grow and track your email list, with built-in AI writing help.

How I use it: it runs my weekly AI Playtime newsletter. I can see exactly who opens and clicks.

Try it for: starting a simple monthly update for your customers or community.

Snowball

snowballapp.ai

Social content research. Breaks down why short videos perform: the hook, pacing, format and call to action.

How I use it: researching social media content before I make my own.

Try it for: studying the top videos in your niche and asking what they have in common.

Keep going

Tools change every week. Two of the agents in this guide didn't exist a month ago.

That's why I send a weekly newsletter: one new Play, one tool, and the AI news that actually matters for someone with a job. Free, five minutes to read.

aiplaytime.ai