

What Every Administrative Assistant Needs to Make AI Work for Them



AI can be a game changer for Administrative Assistants.

Example of AI Tools for Admin Asst — The map of AI is changing minute by minute with new and emerging tools swiftly coming to market. Some of the top AI tools that can support the work of Admin Asst include:

- ChatGPT - A large language model that can interact to provide information.
- Jasper - An AI writing assistant.
- Lovo.ai - Voice generator and text to speech app.
- Fireflies - Meeting assistant that records and transcribes.
- Pictory - AI video generator.
- Speechify - App that takes text from any format and creates human sounding speech.
- Anyword - Creates emails, blogs and more.
- Clockwise - Synchronizes calendars and organized daily and weekly time.

What about ChatGPT — School administrative assistants should know that it is an AI-powered virtual assistant designed to provide information, answer questions, and assist with various tasks related to school administration. It can help streamline administrative processes, offer guidance on a wide range of topics, and provide support in tasks such as scheduling, communication, record-keeping, and data analysis. It's essential to use ChatGPT in conjunction with their knowledge and expertise to ensure the best outcomes

ChatGPT Supports for Admin Assistants —

ChatGPT offers several uses that can make your work life smoother.

- Streamlining Communication
- Research and Information Gathering
- Document Preparation and Editing
- Personal Enhancement

ChatGPT Prompts for Admin Assistants —

ChatGPT is useful for so many day to day tasks that Admin Assistants complete. Here are a few prompts that might make these tasks a bit easier.

- Write a professional email template for use in communicating with clients and colleagues.
- Write a memo template for use in communicating important information.
- Write a script for the next presentation or meeting.
- Write a letter of introduction for use when meeting new person.
- Write a sample email response for handling difficult inquiries.
- Write a letter of recommendation for a former employee or colleague.
- Write a sample follow-up email for use after important meetings or discussions.
- Write a letter of congratulations for a colleague or employee on their recent success.
- Summarize these meeting notes into a bulleted list overview, taking note action items and deadlines.

How will you maximize the use of Artificial Intelligence in your role?

