The Multipotentialite's AI Toolkit

Your Guide to Using AI Without the Overwhelm

Conversational AI (General Purpose)

Claude	ChatGPT	Gemini	Copilot
What for: • Long-form video scripts & content • Research & analysis • Creating AI agents without coding	**What for:** • Quick answers • Brainstorming • Code help	**What for:** • Google integration • Workspace tasks • Email drafts	**What for:** • Microsoft integration • Office 365 tasks • Web search
Why I chose it: • Best for nuanced writing • Maintains context well • No character limits	**Why others use it:** • Most versatile • Largest user base • Regular updates	**Best for:** • Google ecosystem users • Gmail/Drive integration • Free tier available	**Best for:** • Microsoft users • Office 365 workflow • Built-in web search

Specialised AI (Built-in Features)

Clipchamp	Descript	Notion AI
What for: • Basic video editing • Free Microsoft tool • Simple cuts/transitions	**What for:** • Video/audio editing • Transcription • Remove filler words	**What for:** • Note organization • Content summaries • Project planning
Why consider it: • Free version enough • Good for beginners • Windows integration	**Why I chose it:** • Saves hours on editing • Text-based editing • Worth the learning curve	**Best for:** • Notion users already • Knowledge management • Integrated workflow

* Also worth considering: Grammarly for grammar/style checks if you write frequently

Creative AI (Visual/Design)

Canva	Midjourney	DALL-E	Sora
What for: • Thumbnails • Social media graphics • Quick designs	**What for:** • Artistic images • Complex scenes • Creative projects	**What for:** • Quick AI images • ChatGPT integration • Concept visualization	**What for:** • AI video generation • Text-to-video • Short clips
Why I chose it: • Already using Canva • AI built-in • Non-designer friendly	**Best for:** • Highest quality images • Artistic control • Professional results	**Best for:** • ChatGPT users • Easy integration • Quick iterations	**Best for:** • Video creators • Experimental content • Cutting-edge tech

* Also worth exploring: Suno for AI music/audio generation

The 3 Cs Framework for Multipotentialites

This framework helps you use AI effectively without falling into the overwhelm trap that multipotentialites are prone to.

C #1: CLARIFY Your Use Cases

Before adding ANY AI tool to your workflow, identify 3-5 recurring tasks that are either:

- **Repetitive and time-consuming** (editing, formatting, research)
- **Require heavy mental lifting** (analysis, synthesis, problem-solving)

My example: Writing video scripts, researching topics, editing audio transcripts, designing thumbnails.

The Rule: Don't use AI for "fun experiments" during work time. Schedule separate experiment sessions if you want to explore. Otherwise, those "quick tests" turn into 3-hour rabbit holes.

C #2: CONSTRAIN Your Tools

This is the hard one for multipotentialites: Pick 2-3 AI tools MAXIMUM. Not 20.

Match ONE tool to each task type:

- **ONE for writing/thinking** (Claude, ChatGPT, Gemini, etc.)
- **ONE for visual/creative work** (Canva, Midjourney, DALL-E, etc.)
- **ONE for productivity/automation** (Descript, Notion AI, Grammarly, etc.)

Stack example: Claude (writing), Canva (visuals), Descript (editing). That's it.

The Rule: Don't add a new AI tool until you've used your current ones consistently for 30 days. Tool-switching costs WAY more time than any marginal improvements you'll get.

C #3: CREATE Boundaries

Protect yourself from yourself with these boundaries:

- **Time-box research:** 30 minutes MAX for AI-related tasks, then move on.
- **Schedule exploration:** ONE "AI experiment session" per week (put it on your calendar!)
- **Embrace "good enough":** If you're using AI to optimise your AI workflow... STOP!

Remember: The goal is to CREATE things, not to have the perfect AI system. Good enough beats perfect AI-optimised. Every. Single. Time.

Decision Matrix: Do I Need a New AI Tool?

Before adding a new AI tool to your stack, run through this quick decision tree:

Ask Yourself...	If YES...	If NO...
1. Can my current tools do this task?	✓ **Use what you have. Don't add a new tool.**	→ Move to question 2
2. Will this tool save me 5+ hours/week?	→ Move to question 3	✗ **Not worth the learning curve. Skip it.**
3. Can I commit to using it for 30 days?	→ Move to question 4	✗ **You won't stick with it. Don't add it.**
4. Does it integrate with my workflow?	→ Move to question 5	✗ **Too much friction. Look for alternatives.**
5. Is this a tool or a "shiny distraction"?	✓ **ADD THE TOOL!** *But remove one if you now have >3.*	✗ **You know the answer. Close those browser tabs!**

Quick Reality Checks for Multipotentialites

"But what if there's a better tool?"
→ The "best" tool is the one you actually USE. Not the one with the most features or best reviews.

"This new tool has amazing features!"
→ Tool-switching costs WAY more time than any marginal improvement you'll get. Stick with what works.

"I need the perfect AI setup first."
→ You don't. Your superpower is learning fast. Even the "wrong" tool works in your hands. Start now.

"But I'm curious about how it works!"
→ Curiosity is great! Schedule it. Put "AI Experiment Time" on your calendar once per week. Then stick to it.

Remember:

AI is a tool to help you CREATE, not another interest to master.
Your goal isn't the perfect AI system—it's bringing your multiple interests to life.
Now close this document and go make something! 🚀