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Guild

30,241 members applied last month ...
Are you next?

Career growth toolbox: Using AI in your workday

Nearly all industries and roles are harnessing the power of artificial intelligence. **How can you?**

Think of AI like your trusty sidekick at work, taking over the mundane tasks of your job so you can focus on what's uniquely human, like interacting with customers, patients, or co-workers.

AI tools can help you:

- Draft emails
- Schedule meetings
- Create project timelines and to-do lists
- Brainstorm ideas
- Summarize large documents

Ready to amplify your brainpower and boost your productivity? Ask yourself:

- If I had a personal assistant, I would ask for help with _____.
- What AI tool can help me tackle this task?
- What other AI tools can save time in my workday?

Programs to help you gain in-demand skills:

Looking for more ways to gain in-demand skills in your current job, build your resume, and stay ahead of the latest technology and trends?

Here are a few recommended programs to get you started, and there's even more in your Guild catalog:

- [English Language Learning \(ELL\) Program](#) | EnGen
- [Spanish Language Learning](#) | Busuu
- [Certified Lean Six Sigma Green Belt Certification Training Course](#) | Simplilearn

[Apply now](#)



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