

WHICH TOOL FOR WHAT? THINKING CLEARLY ABOUT AI TOOLS

Audience: Users and builders | Type: Tools and selection

Why this matters

With so many tools, it's easy to worry about whether you have the "right" AI tool. The truth is most value comes from how you use tools, not from chasing the newest or most advanced option.

Start with the problem, not the tool

Before looking at tools, get clear on what you actually need help with:

- What work is slow, repetitive, or draining?
- Where are people already doing a lot of drafting, rewriting, or summarizing?
- What would "better" look like for this task?

If the problem is fuzzy, no tool will fix it.

AI principle

There is no single "right" AI tool.
Focus on clarity, consistency,
and responsible use.

A reassuring truth about AI tools

Most modern AI tools:

- Do very similar things
- Have overlapping strengths
- Change features frequently

It's normal (and expected) that today's "right tool" may change over time. Choosing a reasonable tool and using it well matters far more than choosing the "perfect" one.

When exploring or growing tool use

- Start with one tool per use case.
- Assign a clear owner.
- Write down what the tool is and is not used for.
- Revisit periodically as needs (and tools) change.

Good enough is usually good enough

In most cases:

- A familiar tool used consistently beats a powerful tool no one trusts.
- Using fewer tools reduces confusion and risk.
- Skill and judgment matter more than features.

