

Smart Tools; Human Heart (ADVIS 2026)

Presenter: Leah Hehr, Founder of ClaimYourTi.me

Using AI to streamline administrative work and protect your energy for tasks that only YOU can do.

Purpose: Use AI to reclaim time and reduce mental load (not to do more work).

- **What AI Is:** A "word calculator" and pattern-finder capable of drafting, summarizing, and organizing.
- **What AI Is Not:** A replacement for human discretion.

Large Language Models (LLMs)

- **ChatGPT:** Best for everyday admin tasks, drafting emails, and brainstorming.
- **Claude:** Ideal for long documents like handbooks or strategic plans.
- **Gemini:** Most effective for summarizing data and integrating directly with Google Workspace.

RISEN Framework for Effective Prompts

- **Role:** "Writing as if you are..."
- **Instructions:** "Write an email to a difficult parent who..."
- **Steps:** "Start with a friendly greeting..."
- **End-Goal:** "I want them to reply with..."
- **Narrowing:** "Keep it short..."

Non-LLM Smart Tools

- **Boomerang:** For managing Gmail and Outlook email scheduling.
- **Reclaim.ai:** For automated smart scheduling and calendar management.
- **Gmail Settings:** Using built-in inbox settings to triage messages by urgency or task.
- **AppSheet & iOS Shortcuts:** For low-code automation and voice-to-text workflows.