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3 AI Tools Hands-On Workshop

5x Productivity for Everyday Tasks

Abstract

AI tools offer 20%–500% productivity gains, yet much of meeting planner work continues to be manual. People are busy getting work done and nearly half of employees report they lack formal training in AI (McKinsey, 2025). Without clear instruction, meeting planners and teams might be leaving huge productivity boosts on the table.

This workshop dives into 3 proven AI tools to help with meeting planner's work: Paradigm for spreadsheets, Claude for quality text and strategy, and Grammarly for grammar checks. Through guided, hands-on exercises that match day-to-day tasks. Participants will see the real impact of these tools like how to save hours daily in email, spreadsheets, and website copy. They'll leave with confidence, a practical framework, and direct experience applying AI tools to drive results that align with company goals.

Format: Introduction, case studies of each tool, evaluation framework, hands-on exercise with the AI tools and structured tasks, and debrief discussion for actionable takeaways.

Learning Objectives

1. Discover how AI tools are helping employees with 3 case studies of direct ROI
2. Experience 3 proven AI tools: Paradigm, Claude.ai, and Grammarly (example tools)
3. Get hands-on experience with the AI tools and see how they perform with work tasks
4. Learn from expert professional training with potential 20%-500% productivity gains

Testimonial

"Dr. Bajorek's workshop hit the spot. Her talk inspired. We can't wait to bring her back."

Dr. Suzanne Panferov Reese, Professor, University of Arizona

References

Emerson Sklar, Chief Evangelist, Amazon Alexa, esklar@amazon.com

Stephanie Blucker, Sr. Manager, Microsoft, stephanie.blucker@microsoft.com