

**Task Management**



**Todoist**  
Task  
Manager

**Task Management**



**Trello**  
Project  
Management  
Tool

**Email Management**



**Astro**  
AI Email  
Manager

**Email Management**



**Unroll.me**  
Email  
Subscription  
Manager



**Stress Relief Tools**



**Calm & Headspace**

Meditation and Mental Health Apps

A yellow chick wearing glasses and a bow tie is shown on a white card. To the right of the card, the text "Calm & Headspace" is displayed in a large, bold font, with "Meditation and Mental Health Apps" in a smaller font below it. The entire content is under a blue header "Stress Relief Tools".

**Delegation Tools**



**IFTTT** Multi-App Automator

A diagram of an IFTTT recipe is shown. It features a white box with the text "if this then that" in the center. Above the box is the word "Recipe", and below it are "Trigger" and "Action" labels. Below the diagram, the text "IFTTT Multi-App Automator" is displayed. The content is under a blue header "Delegation Tools".

**Delegation Tool**



**Office Lens**

Scanning Tool with OCR

A young boy wearing glasses is shown reading a book on a white card. To the right of the card, the text "Office Lens" is displayed in a large, bold font, with "Scanning Tool with OCR" in a smaller font below it. The entire content is under a blue header "Delegation Tool".

### Bonus Delegation Tool



**Slydial**

Call Straight to Voicemail

### Meeting Management



**X.ai**

AI Meeting Scheduler

### Mary, Greg | Coffee

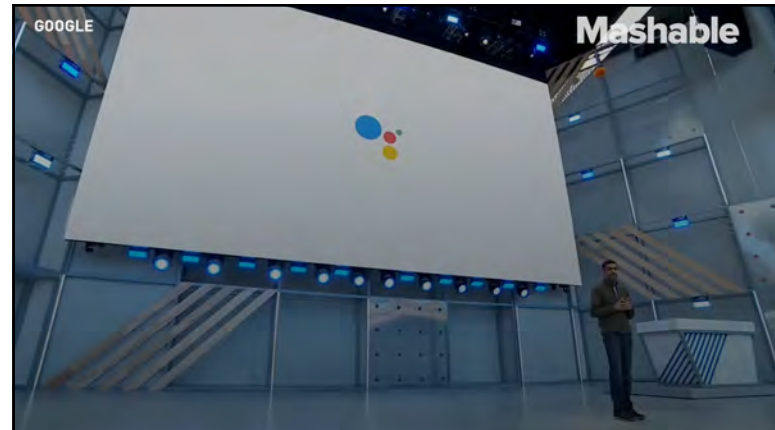
WHEN Tue Mar 03, 2015 4:00pm – 4:30pm PST

WHERE 77 Geary Street, Suite 500, San Francisco, CA | Greg's Office

WHO

- Greg Morgan Host
- Mary Adler Guest
- Amy Ingram Assistant to Greg

Invitation from **x.ai** — a personal assistant who schedules meetings for you



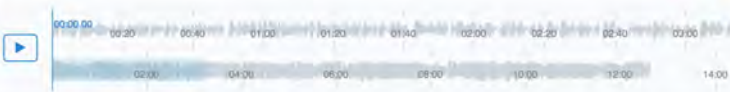
### Meeting Management



**Voicera**  
AI Meeting Recorder

### Interview with DJ

January 11, 2018, 6:00 AM PST  
Add label



Highlights Comments Agenda Insights Transcript

Enter a term and hit enter  
Search for terms you care about, like "burritos." :)

#### Meeting Metrics

Quantitativeness Contention

### Meeting Management



**Google Sheets**  
AI Data Analyst



### Safety Tool



**Noonlight**  
Emergency Button



## Set Emergency Info

- **Apple:** Health App
- **Android:**  
Settings >> Users >>  
Emergency Contact Info

## Relationship Management



### Crystal

Creepy  
Personality  
Tool



[nerdybff.com/  
motorcoach](http://nerdybff.com/motorcoach)

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