



A Guide to Using AI Tools for Daily Workflows for Grad Students & Postdocs

Reimagining Professional Development Workshop by Shagun Gupta

Why use AI Tools?

1. It can significantly help you **improve efficiency** in areas not imaginable before. While you might not use it, you should try it out and know how to before you reject it.
2. They are **easy to use**. You don't need to know anything about AI.

How to use AI Tools?

1. **Always check the output**; never use the output as it is.
2. **Check the guidelines** for where work is being submitted. Some scientific journals have specific guidelines w.r.t. materials generated using AI.
3. Expect AI tools to **reduce effort, not eradicate it**.
4. According to the 80/20 rule, 80% of effort will produce 20% of the result. Use AI tools to **support your efforts**.

When to use AI Tools?

Do not use AI Tools for very easy/light tasks. Same way as you would not use Excel to add 2 numbers. Some use cases for AI tools are:

1. **Replacement for other tools**
Use in place of existing tools for simple tasks like searching very specific information, performing spell checks, and searching syntaxes.
2. **Tedious tasks**
Use for the first pass of tasks that require iterative refinement. For example, writing long emails for well-known topics like invitations to events, first draft of paragraphs from bullet points, rewriting certain materials with a different tone.
3. **Rudimentary application of new skills**
To perform tasks you have no skill in. For example, creating illustrations and animations for explanations, summarising information about a new topic.

