

- 1) • Sending Automatic updates
- Requesting feedback
- Following up
- Answering FAQs
- Tracking social media engagement

2) Task

AI Tool Ideas

Identify target group	Survey tools + AI data analyzers
Collect free online tools	Curated AI Search (e.g, perplexity)
Create briefings/models	AI writing tools (Notion AI)
Social media & marketing	Canva + Buffer or Hootsuite + copy.ai
Cyber hygiene education	AI-generated interactive modules
Conduct workshops	AI-assisted planning + content generation
Collect feedback	Google Forms + AI summary tools
Provide certificates	AI design templates with auto-fill.

CARD 4 – Task Management: Bitrix24, Trello

Programs allow you to automate workflows, assign tasks, and visualize project progress.

Project Leaders – Task:

- How could you automate repetitive tasks in your project?
Think about processes that take time but don't require much creativity or decision-making (e.g., assigning tasks, sending reminders).
- What types of tasks could you prioritize using AI tools?
Identify key project milestones or critical deadlines and brainstorm how AI could help track or manage these tasks more effectively.
- What project workflow could you simplify to save time and effort?
Consider aspects of your workflow that could benefit from more structured, automated processes. For example, scheduling meetings or collecting progress reports.
- How could automation free up time for more creative or strategic tasks?

1. Use tools like Trello or Bitrix24 to automate recurring tasks (e.g., setting deadlines, reminders, assigning tasks). Use e-mail or messaging tools to automatically send reminders to seniors about workshops.
2. Track attendance digitally and automate attendance reports.
3. Simplify the registration process by using online forms that automatically compile data.
4. By letting AI handle repetitive