

AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

Pick the tool by what only it can do, then pick the thinking level.



Four tools, and what only each does

- **Gemini (Google).** Deep Research across the open web, a large context window, and Gems for helpers you can share and schedule.
- **ChatGPT (OpenAI).** Projects that keep a job's files and instructions together. Custom GPTs with up to 40 reference files.
- **Grok (xAI).** Skills that write Word, PowerPoint, Excel and PDF files. Projects. Automations on a timer.
- **Claude (Anthropic).** Long, careful writing and code, with Projects that hold context and Artifacts for documents you can keep editing.



Pick the thinking level

- **Auto usually means the fast tier.** Flash, GPT 5.4 or Grok Fast: fine for rewording, summaries and quick lookups.
- **Switch up when it has to be right.** Pro, GPT 5.6 Terra or Grok Expert for comparisons, policy questions, planning, and anything you will sign.
- **If the answer looks thin,** open the picker, choose the careful tier, ask the same thing again.
- **Slower is not verified.** A careful model still needs the source and your check.



Match the job

- **A long document or a research question:** Gemini, Deep Research on, "cite the source and section".
- **A memo or package from your files:** any tool; a project keeps the files together.
- **A helper the team reruns:** a Gemini Gem, a custom GPT, or a Grok or Claude project.
- **A real Word or PowerPoint file back:** Grok with a skill. Budget minutes; treat the file as a start.
- **The same prompt every Monday:** Grok Automations, or a scheduled Gemini Gem.

TAKE AWAY

Gemini for research and shareable helpers; Grok for files and schedules; ChatGPT and Claude for document and writing work. Start fast, switch up when it matters.

An independent site to help people learn what generative AI is and how to use AI tools well. It is not official guidance from any organization. Platform, vendor, and policy facts change quickly, so follow your own organization's rules and verify anything you rely on. Use at your own risk.