

NO CODE REQUIRED

# 10 AI TOOLS THAT REPLACE YOUR ASSISTANT

- Real 2026 pricing — from each tool's official page
- Every department: comms, ops, content, research
- 9 of 10 have a genuine free tier — start today

WHY THIS MATTERS

# YOU'RE DOING WORK **ABOUT WORK.**

Most of the day goes to email, status updates, notes and scheduling — not the work that actually moves the business.

58% of the workday is spent on “work about work,” only 33% on skilled work.

SOURCE: ASANA · ANATOMY OF WORK INDEX

These 10 tools hand that 58% to AI. Here's the stack.

COMMUNICATION

3 TOOLS

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- 01 **ChatGPT**

Writes emails, drafts proposals and scripts, summarises documents.  
Your always-on writing partner.

**\$20**/mo

[openai.com](https://openai.com)

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  - 02 **Superhuman**

AI email that halves inbox time — instant summaries, smart replies,  
keyboard-first speed.

**\$25**/mo

[superhuman.com](https://superhuman.com)

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  - 03 **Otter.ai**

Joins your calls, transcribes everything, and sends a searchable  
summary with action items.

**Free** / \$8

[otter.ai](https://otter.ai)

TASKS & OPERATIONS

3 TOOLS

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04 **Notion AI** **\$10**/mo

Turns notes into structured docs and SOPs, then answers questions from your knowledge base. notion.com · add-on

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05 **Make.com** **Free** / \$9

Connects 3,000+ apps with no code. Lead in → CRM updated → email sent → task created. make.com

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06 **Cal.com** **Free** / \$12

Open-source scheduling that kills the back-and-forth. Share a link, sync any calendar. cal.com

CONTENT CREATION

2 TOOLS

07 **Descript**

Edit video and audio by editing the transcript. Delete a sentence — delete the footage. No timeline skills.

**Free** / \$16

[descript.com](https://descript.com)

08 **Opus Clip**

Paste a long video URL; it finds the best moments and exports captioned vertical clips for Reels & TikTok.

**Free** / \$15

[opus.pro](https://opus.pro)

Two people's worth of editing — done before lunch.

ANALYTICS & RESEARCH

2 TOOLS

09 **Perplexity**

Searches the web live and gives cited answers, not a list of links.  
Research with sources you can verify.

**Free** / \$20  
perplexity.ai

10 **Fathom**

Records, transcribes and summarises every meeting automatically. The free tier is genuinely unlimited.

**Free** / \$16  
fathom.ai

Decisions backed by data — not gut feeling.

## STRAIGHT TALK

# WE DON'T SELL ANY OF **THESE.**

No affiliate links, no kickbacks. Just the stack we'd hand a friend who's drowning in admin.

**Two honest notes**

Prices verified June 2026 from each tool's official page — SaaS pricing shifts, so check before you buy. And Superhuman is the one with no free tier — the other nine you can start free today.

THE CHEAT SHEET

# ALL 10, ONE SCREEN.

01	ChatGPT	\$20	06	Cal.com	Free/\$12
02	Superhuman	\$25	07	Descript	Free/\$16
03	Otter.ai	Free/\$8	08	Opus Clip	Free/\$15
04	Notion AI	\$10	09	Perplexity	Free/\$20
05	Make.com	Free/\$9	10	Fathom	Free/\$16

● SAVE THIS · SEND IT TO YOUR TEAM

WHEN RENTING ISN'T ENOUGH

# THESE RENT YOU AI. WE BUILD THE KIND YOU OWN.

Off-the-shelf tools are the perfect start. When you outgrow them — when you want an agent trained on your data, running on your servers — that's us.

[Book a discovery call](#)

One agent live in 14 days · refundable in 60 · [agencyforma.com](https://agencyforma.com)