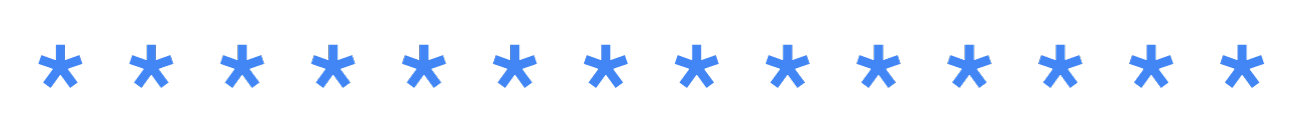
As you continue to explore AI, you’ll find many types of AI tools that you can use at different steps in your workflow. It can be a complex process to narrow them down and determine which tool, or set of tools, is best for your unique workplace needs.

In this reading, you’ll learn how to assess whether a tool is a good fit for your work in a cycle of four steps: identifying your workplace needs, exploring new AI tools, evaluating a tool, and assessing the tool’s suitability for your workplace tasks.



## **Identify your workplace needs**

The first step is to determine your workplace needs. For example, if you’re a software developer, you may need a generative AI tool that edits and suggests new lines of code to help reduce errors in your coding. Or perhaps you're a project manager, you might find value in a tool that can generate meeting agendas or brainstorm creative solutions to project challenges.

## **Explore new tools**

The second step is to identify a few tools that might be a good match for your purposes, based on what each tool does. Consider the features of each tool and how they compare to each other. You should also consider the security or privacy policies required for your work. Begin by visiting the website of the organization that created the tool you’re interested in, where you can read that tool’s description and the organization’s FAQs and privacy policy. Then, do some additional research by reading tech blogs, academic journals, or other reliable sources that discuss the tool you’re considering.

## **Evaluate the tool**

The third step in the process is to evaluate the tool. It’s important to actually practice using it. For example, you might sign up for a free trial of a coding tool, and then use the tool’s suggestions and edits as you develop code for a current or future project.

Then, assess how the tool functions. Does it work as you expect it to? Does the tool comply with your organization’s third-party tools policy? You may find that it doesn’t support the features you need. Or you may discover that it can greatly help you in this and other work tasks. If you’re comparing multiple tools, record the strengths and weaknesses you noticed while trying each option.

**Note**: This step may only be possible if the tool is free or offers a free trial. If it’s not free, your budget may be a deciding factor for whether to adopt the tool.

## **Assess the tool’s suitability for your workplace tasks**

The final step is to compare the tool evaluation findings with the workplace needs you identified in the first step. This comparison will help you decide whether you want to incorporate one or more of the tools into your workplace for long-term use, or if you’d like to evaluate more tools. For example, when you tried the coding tool, you may have discovered that one tool suggests new lines of code just like you wanted, but it doesn’t edit your existing lines of code. Keep evaluating coding tools you’re interested in to determine which one is best suited for your workplace needs.

To help you with the process of evaluating AI tools, refer to [Generative AI tools for workplace tasks](https://www.coursera.org/learn/google-ai-essentials/item/NIhOa), which includes a list of tools that may be useful for your work.