Which AI tool, for what.

Five tools you probably already have in Google Workspace, and what each one is good for.

NotebookLM · Deep Research · Gems · Gemini · Canvas in Sheets

THE MAP, THEN EACH TOOL IN TURN

What each is best at.

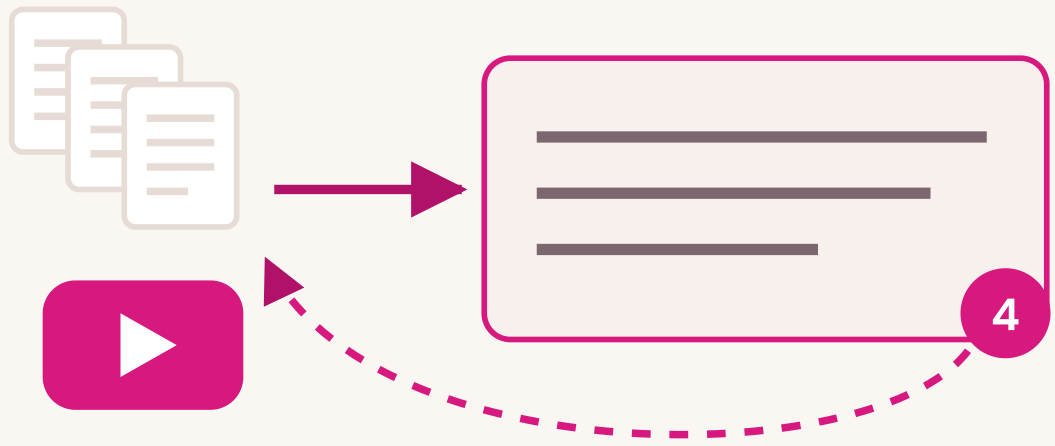
	NotebookLM	Deep Research	Gems	Gemini	Canvas in Sheets
Find an answer in your documents	●		○	○	
Learn a topic from docs or a video	●	○		○	
Do research on the web, with sources	○	●		○	
Write a document briefing, memo, report	●	●	○	●	
Show the numbers dashboard, infographic	○			○	●
Repeat a task with the same rules			●		

● best for this ○ can help

1 · YOUR SOURCES

NotebookLM

Its strength is accuracy. It answers only from your sources, with a citation for every claim.



the answer
+ the exact spot
in your source

LEGAL	One question across 40 contracts
HR	An onboarding hub new colleagues can ask

TIPS & TRICKS

- Paste a YouTube link as a source: it pulls the transcript, and you can ask the video anything.
- To learn something new: a mind map, an infographic or an audio overview, from the same sources.

Fast and Deep Research

It reads the web for you, with every source listed so you can check it.

FAST

the colleague down the hall

a fact or two,
in a few seconds

DEEP

a researcher's afternoon, done in minutes

dozens of sources, one report

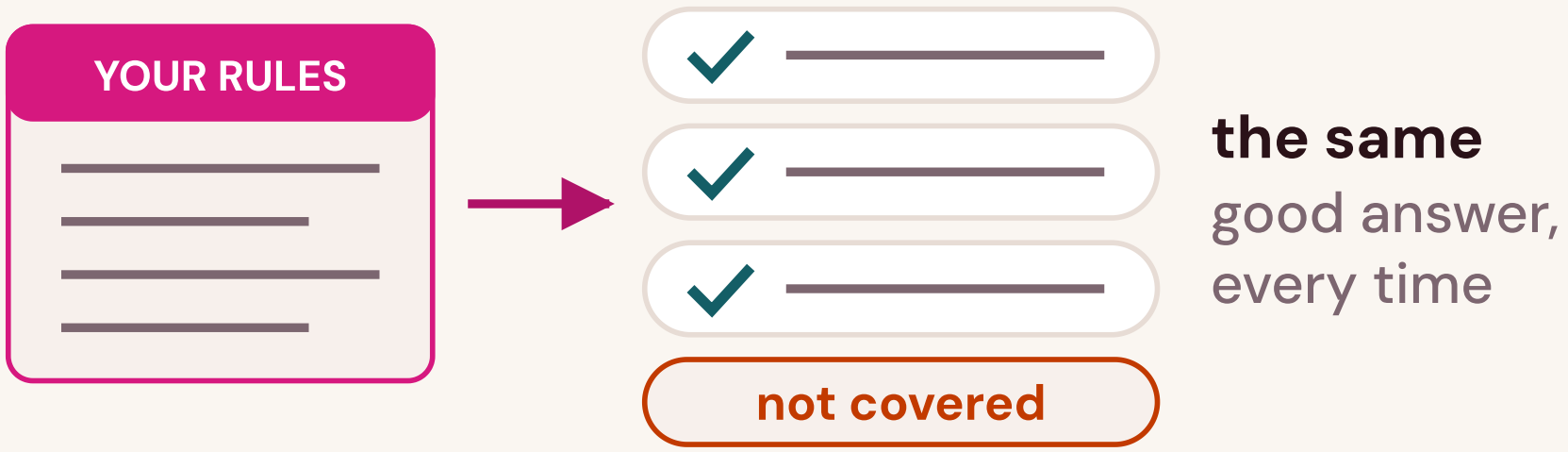
HR	Your benefits, compared with the market
PM	Available vendors, before a decision

TIPS & TRICKS

In NotebookLM, the results go straight into the notebook, next to your documents.

Gems

An assistant you give the rules to once. It does the same job, the same way, every time.



HR	Answers questions about benefits
LEGAL	Checks a clause against your standards

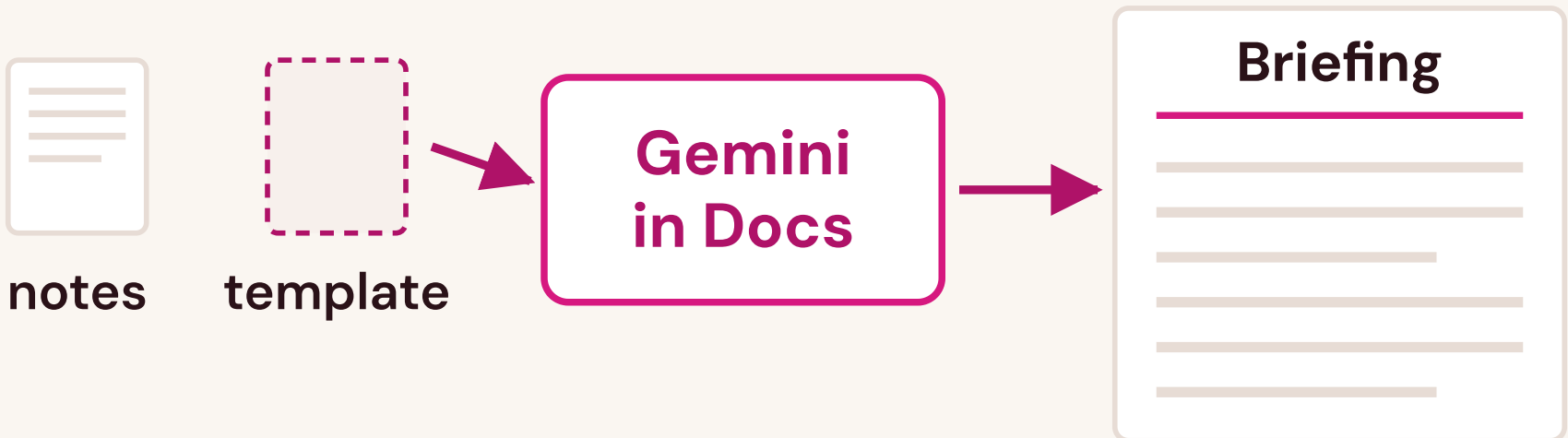
TIPS & TRICKS

Ask it to say when it doesn't know: "The policy doesn't cover this, ask HR."

4 · THE FINAL DOCUMENT

Gemini in Docs

From notes and research to a document ready to send, on your own template.



PM	A briefing for stakeholders
FACILITIES	The monthly report

TIPS & TRICKS

Give your files clear names. Gemini can’t find “Untitled” either.

5 · YOUR NUMBERS

Canvas and infographics

Canvas in Sheets builds a dashboard that updates dynamically with the data in your spreadsheet. An infographic tells one story, for everyone.



Dashboard: explore



Infographic: explain

PM	The project portfolio on one page
FACILITIES	Floor requests, in real time

TIPS & TRICKS

Clean the data first. A dashboard is only as true as the sheet underneath.

BEFORE YOU SEND ANYTHING ON

The tools are fast. Checking is your job.

1. Click two citations before you forward an answer.

2. Check every number in an infographic against the source.

3. No salaries, medical data or client names, except in tools your IT has approved.

The long version, with both PDFs:
gateto.ai/blog/google-workspace-ai-tools

Want this map for your team, built on your real work?

gateto.ai