

# THE AI TAKEOVER SURVIVAL GUIDE

PM TOOLS, TRICKS, AND A  
DASH OF SARCASM TO  
KEEP YOUR JOB



BY JOELFRENETTE.COM

# The AI Takeover Survival Guide: PM Tools, Tricks, and a Dash of Sarcasm to Keep Your Job

Introduction: "Hey Joel, What's the Deal with AI?"

Alright, so AI is here, and your tech-savvy buddy Joel Frenette (a.k.a. the Nostradamus of Project Management) is about to give you the lowdown on how to survive—and maybe even thrive—in this new AI-powered world. Spoiler alert: AI isn't just a cute gimmick for automating grocery lists or getting Siri to tell bad jokes anymore. It's a legit game-changer that's transforming how we manage projects, find jobs, and even organize our thoughts (because, yes, AI can even help you think).



Now, you're probably asking: "Joel, what's the big deal with AI? Is it really going to take over my job?" Well, that depends. You can either get on board and learn how to make AI your overqualified intern, or you can watch as it replaces you while you're busy searching LinkedIn for "alternative career paths."

But don't worry—Joel's got your back. Let's explore how AI can make your work life easier, while you still have a job.

## The Evolution of AI Tech: "Hasn't This Stuff Been Around Forever?"

While you were busy posting memes on Instagram, AI was silently taking over the world. It didn't happen overnight, though. AI has been creeping into your everyday life for decades—think of it as that tech nerd in high school who suddenly turned into a CEO while you were still debating what to order for lunch.

Quick AI timeline for the history buffs:

- **1950s:** AI starts as a concept. It's cute but doesn't really do much.
- **1997:** AI beats a human at chess. People freak out for like five minutes, then forget about it.
- **2010s:** Siri, Alexa, and Google Assistant start taking over our lives with semi-helpful suggestions.
- **2020s:** AI starts writing your reports, creating your presentations, and managing your project dashboards while you sleep.

Where are we now? The chatbots phase of AI has come and gone. We're now entering the "agent" phase, where AI can not only write you an email but also update your project tasks, make decisions, and possibly even fire your most annoying colleague.

## The Goal: Let AI Do the Dirty Work

This eBook isn't about asking AI to write your emails or setting up simple chatbots. Joel's goal here is to help you fully embrace AI as a serious, hardworking member of your team. In fact, let's think of AI as the superhero sidekick to your everyday tasks. AI can record your meetings, take notes, follow up with clients, update your project dashboards, and even help you figure out your next career move.

The end game? Automate everything you can and free yourself to do what humans do best: delegate and drink coffee.

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## Use Cases for PMs: "Why Do I Even Need to Be Here?"

If you're a technical project manager, this is where AI really shines. It won't just help with small tasks; it can handle almost everything you hate doing. Here's how AI can make your life easier:



1. **Recording Meetings & Taking Notes:** Forget about those endless Zoom meetings. AI takes notes for you, bullet-points action items, and even sends summaries to your team.
2. **Following Up:** Don't you just love reminding people to do their job? Now AI can do it for you. From automatic email follow-ups to project updates, AI handles the nagging.
3. **Task Management:** AI can update your project management tools (think Jira, Smartsheet, or Asana) with real-time progress reports and assign tasks to the right people.
4. **Creating Dashboards:** Need a fancy dashboard to present to your boss? AI can create one that tracks every aspect of your project without you lifting a finger.
5. **Reporting:** Tired of creating project reports tailored to different audiences? AI can generate customized reports for the tech team, executives, and everyone in between.

## Top 10 AI Project Management Tools: "What Do I Need to Use Before I'm Replaced?"

Want to keep up with AI and avoid becoming irrelevant? Here are the top 10 AI project management tools that will make you look like a rockstar while doing very little:

1. **Jira** – Perfect for agile workflows, Jira uses AI to automate tasks, track issues, and keep projects running smoothly.
2. **Smartsheet** – The AI-powered version of spreadsheets on steroids. It helps automate project tracking and updates.
3. **Asana** – Asana's AI assigns tasks, tracks progress, and sends reminders so you don't have to.
4. **Trello with Butler** – Trello is great for visual project management, but Butler automates all the repetitive stuff.
5. **Project Infinity (PMI)** – AI-powered insights and predictions for project planning, risk management, and resource allocation.
6. **ClickUp** – A Swiss-army knife of project management with built-in AI tools that automate tasks, docs, and goal tracking.
7. **Monday.com** – AI-powered task management that helps keep projects on track with minimal effort on your part.
8. **Wrike** – Offers AI tools to automate workflows, generate reports, and track progress.
9. **Zoho Projects** – Zia-AI-driven time tracking, task management, and project monitoring.
10. **Microsoft Project with Copilot and Power Automate** – Automate workflows, track progress, and deliver real-time project insights with PowerBI integration.

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## Top 10 AI Dashboarding Tools: "How Can I Look Like I Know What I'm Doing?"

Nothing impresses a boss more than a dashboard. Here are the top 10 AI tools to create beautiful, data-driven dashboards that'll make you look smarter than you are:

1. [PowerBI Quick Insights](#) – AI-powered insights that turn your data into meaningful, visual stories.
2. [Tableau](#) – AI-driven data visualization to create stunning dashboards and reports.
3. [Looker \(Google\)](#) – Offers AI-enhanced analytics and data visualizations.
4. [Zoho Analytics](#) – AI-powered reporting and dashboards that offer a clear overview of your projects.
5. [Qlik Sense](#) – AI-powered visualizations that make data interpretation easier.
6. [Domo](#) – Real-time, AI-powered business intelligence dashboards.
7. [Sisense](#) – AI tools for generating actionable insights from complex data.
8. [Google Data Studio](#) – Free, easy-to-use AI-powered dashboards for data visualization.
9. [Smartsheet Dashboards](#) – Visual tracking project data, automatically updated through AI.
10. [SAP Analytics Cloud](#) – Real-time AI-driven dashboards integrated with project data.

## Top 3 AI Tools for Creating Virtual Agents: "How Do I Build My Own Digital Army?"

Want your own personal team of AI agents? These tools will help you build virtual assistants that can handle everything from customer support to project management:

1. [Botpress](#) – Open-source tool for building conversational agents that can handle tasks and workflows.
2. [Dialogflow \(Google\)](#) – AI agents that understand natural language and can automate customer interactions and project tasks.
3. [Rasa](#) – Customizable open-source framework for building highly specialized virtual assistants.

## Top 3 AI Tools for Creating Virtual Boardroom Agents: "What If I Need a Brain Trust?"

Need a boardroom of AI experts at your disposal? These tools can help you build your own virtual boardroom of agents that can give advice, make decisions, and handle business processes:

1. [Talla](#) – AI agents that handle customer service, HR tasks, and more, all in your virtual boardroom.
2. [Clara](#) – An AI scheduling assistant that keeps your virtual boardroom meetings on track.
3. [Aisera](#) – Automates enterprise-level tasks for IT, HR, and customer service through AI-driven agents.

## Top 10 AI Learning & Certification Tools: "How Do I Stay Smarter Than the Robots?"

You've got to stay sharp. Here are the top tools to learn and get certified in AI before the robots beat you to it:

1. [edX](#) – AI courses from top universities like MIT and Harvard.
2. [Coursera](#) – Get AI certifications from big-name institutions like Google and Stanford.
3. [Udemy](#) – Affordable AI courses for both beginners and experts.
4. [LinkedIn Learning](#) – AI courses and certifications that boost your skills and credibility.
5. [ReaditFor.Me](#) – Summarizes AI-related books and articles for those who prefer quick learning.
6. [AI For Everyone](#) – Andrew Ng's introductory course for AI that even non-techies can understand.
7. [Khan Academy](#) – Free AI learning resources that even your kids can use.
8. [Udacity](#) – AI nanodegrees that dive deep into the tech.
9. [Pluralsight](#) – Comprehensive AI courses to keep your skills sharp.
10. [Google AI Learning](#) – Google's own platform for learning AI and machine learning.

## Top 3 AI Tools for Mind Mapping: "How Do I Organize My Brilliant Ideas?"

Need help organizing your thoughts? These AI-powered mind-mapping tools will make brainstorming and planning a breeze:

1. [MindMeister](#) – AI-powered tool that helps you organize your ideas into mind maps for easy project planning.
2. [Ayoa](#) – Combines mind mapping with AI-powered task management to help you brainstorm and execute ideas.
3. [XMind](#) – An AI-assisted mind-mapping tool to help turn your ideas into actionable plans.

## Top 10 AI Tools for Job Search: "How Do I Get a Job Before AI Takes It?"

The job market is changing, and AI is both your competitor and your ally. Here are the top AI tools to help you land your next gig before a robot beats you to it:

1. [Loopcv](#) – AI automates your job applications by applying to hundreds of jobs for you.
2. [BulkApply.ai](#) – Lets you apply to multiple jobs simultaneously using AI.
3. [Simplify Copilot](#) – An AI tool that finds, applies, and tracks jobs for you.
4. [FinalRound.ai](#) – AI-powered interview coaching to help you nail that final round.
5. [Jobscan](#) – AI-powered resume and job search optimization.
6. [JobHire.ai](#) – AI-driven job suggestions and networking tools.
7. [Hiration](#) – AI-powered resume builder and job application tracker.
8. [Zety](#) – AI-driven resume builder and cover letter creator.
9. [Job Hunnt](#) – AI-powered job search assistant that helps you find the right roles based on your profile.
10. [Sonora.ai](#) – AI helps optimize your resume and job applications to match with better opportunities.



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## Conclusion: "So, Should I Be Terrified or Excited?"

The future of work is AI-driven, and it's both exciting and a little terrifying. But don't panic—just stay ahead of the curve. With the right tools, AI can become your best work partner, making your job easier, faster, and more efficient. The trick? Learning to master these tools before they master you.

## Author Bio

**Joel Frenette** is an experienced Chief Technology Officer (CTO) with over 22 years of experience in IT. Joel holds multiple certifications, including PMP, SMC, and AI-specific training and Cybersecurity training from Harvard, and Google. For more of Joel's insights on AI, travel management and project management, visit [JoelFrenette.com](http://JoelFrenette.com) or connect on [LinkedIn](#).

