

AI Magic in Google Workspace

Cheat Sheet: 6 Practical Ways to Use Google Gemini

(From Alice's Go-To Summit session)

🤔 What's This About?

Google Gemini (the fancy AI tool hiding in your Workspace apps) can save you **time, energy and brainpower** — and it's already included if you're on the paid Google Workspace plan (less than £10/month!).

Quick Reminder: What is Gemini?

Think ChatGPT but built into Google — across Gmail, Docs, Sheets, Drive & more.

Use it to write, summarise, sort, find, format, or just... rescue your brain on a rough day.

Easy Ways to Use Gemini Today

1 Chat Like You Would with ChatGPT

- Head to **Gemini chat** via the 6-dot menu or <https://gemini.google.com/>
- Ask questions, get content, generate ideas
- Upload images (and get help with alt text!)

Prompts:

"Write short alt text for this photo for a LinkedIn post" - upload your photo so it can create the text.

"Act as my brainstorming buddy. I want to create a mini course about [topic]. Ask me one question at a time to help shape the idea."

"List potential lead magnet titles for a free guide about [topic]. Make them sound clear and useful, not gimmicky."

2 Tame your InBox in Gmail

- Open your Inbox like normal
- Hit the Gemini ✨ button in Gmail
- Use **Help Me Write** to reply faster
- BONUS: Let Gemini handle awkward or emotional replies, ask for a polite but firm response.

Prompts

“Summarise this email and list the actions I need to take. Keep it short.”

“Reply to this email with a polite decline. Make it warm but firm, and add a friendly sign-off.”

“Write a response that confirms I’ll follow up next week. Add something appreciative and human.”

3 Get Gemini in Google Drive

- Use the Ask Gemini button
- It works across file types and gives smarter suggestions than search alone (though not perfect — more of a "why not try" feature)

Prompts

“Find all documents related to ‘lead magnets.’”

“Show me slide decks I’ve used for client training sessions.”

“Locate any files shared by [Person’s Name] in the last 3 months.”

“What PDFs do I have that mention the phrase ‘client onboarding’?”

4 Power-Writing in Google Docs

- Highlight text → Use the ✨ magic pen
 - Rephrase, shorten, lengthen, formalise
- Prompt Gemini in the sidebar
- Generate outlines, blog drafts or ask for improvements on your existing content

Prompts

“Act as a friendly marketing coach for overwhelmed small biz owners. Suggest three blog ideas about [topic]. Use a casual, no-fluff tone.”

“Based on this outline [paste it], write an intro paragraph that’s warm and lightly witty for an Instagram post”

“Make this paragraph more concise without losing the meaning: [paste paragraph]”

“Turn this blog post into a LinkedIn-style post. Add a hook at the top and a question at the end.”

5 Get Help in Google Sheets (Actual Magic 🪄)

- It can:
 - Build formulas
 - Filter tricky columns (e.g. tags all mushed together)
 - Generate **fake demo data** for practice

💡 Tip: Results vary! Rephrase your request if it goes a bit sideways.

Prompts

“List email addresses with tag ‘loyal’”

“Find average open rate”

“In this sheet, show only rows where column C includes the word ‘loyal.’”

“Create a formula that calculates average open rate from column D.”

“Generate 50 rows of example subscriber data with these columns: Name, Email, Tag.”

6 Use NotebookLM (the Underrated Hero)

- Create a knowledge base just for you
- Add:
 - Docs
 - PDFs
 - Slide decks
 - YouTube/video links

Unlike ChatGPT, **it only pulls from your sources**, so it's perfect for learning materials, course notes, or client folders.

Free: 50 files

Workspace users: 300 files

Prompts

“Summarise the key takeaways from these 3 documents I just added.”

“Based on this course PDF, where should I start?”

“Create a checklist of steps from this SOP doc I uploaded.”

“Where do I start?” or “Summarise section 3”

Pro Tips

- ✓ ALWAYS check your information before sharing... AI can be incorrect
- ✓ Be specific with prompts
- ✓ Use it more when you feel emotionally overloaded
- ✓ Let it draft, you edit
- ✓ Use it more when you feel emotionally overloaded
- ✓ NotebookLM is gold for course content or research

Your Challenge

Pick **one** of these today and give it a go:

- Summarise an email
- Draft a blog outline in Docs
- Filter your messy tags in Sheets
- Create a NotebookLM folder for a course you bought and haven't opened



Who am I?

I'm Alice, a tech strategist and trainer who loves making businesses work better by using the awesome tech we now have available to us.

I'm good at explaining geeky things in simple words and when I'm not in front of a computer screen I love being outdoors with my small flock of sheep, dog and ponies.