

How to use Gemini to help teams work more effectively in a business.

Discover 10 ways to leverage Gemini in Google Workspace to increase productivity, optimize processes, and improve team efficiency.

Achieving superior performance with AI is more than just working faster. Truly successful businesses use AI to move beyond performance, reallocating the time saved to innovation and value creation (such as developing better products and services). In fact, organizations that have deeply transformed with AI can improve their creativity and focus by up to twice as much as organizations that are new and in the early stages.

So how can an organization achieve that level of transformation? One crucial step is helping the workforce directly access and integrate AI into their daily work in a truly useful way. To support this process, Google has developed practical guidance on how to use Gemini in the workplace.

An effective AI deployment strategy requires clear direction, a pilot program, and learning resources. With the right guidance, teams can quickly discover impactful AI applications that deliver tangible business results. For example, a customer service team could use Gemini in Google Workspace to compose emails and standardize documents, thereby increasing productivity and improving the customer experience.

Here are some typical ways teams can leverage Gemini more effectively in their work.

Start with the basics: prompt writing skills.

Every interaction with Gemini starts with the prompt—how you phrase your question or request. This is the most important foundation when learning how to use AI in the workplace.

An effective prompt typically includes four elements: the role (what the AI is playing), the task to be performed, the relevant context, and the desired output format. For example, you might ask Gemini to act as a business analyst, summarizing the week's key tasks and presenting them as a concise summary to leadership.

If you're unfamiliar with writing prompts, you can always ask Gemini to refine your initial statement. Generally, the more detailed the prompt, the more accurate the results. Additionally, when working with applications like Gmail, Docs, or Sheets, Gemini can leverage existing system data to provide more relevant answers.

Using Gemini in each stage of the project.

In any project, knowledge personnel must go through steps such as planning, content creation, meeting organization, and collaboration. Gemini can provide support throughout these stages.

During the planning phase, gathering information from multiple sources is often very time-consuming. With NotebookLM, users can upload documents and ask AI to analyze them and extract key insights immediately. This accelerates the research and decision-making process.

When drafting documents, Gemini in Google Docs can help quickly generate complete proposals, even based on data already available in Google Drive, to ensure the content is well-founded.

In Google Sheets, creating project tracking tables is also simpler. Simply describe the requirements, and Gemini can automatically generate tables with columns for timeline, stakeholders, or risk assessment, allowing managers to focus on implementation instead of manual tasks.

Create more professional content and presentations.

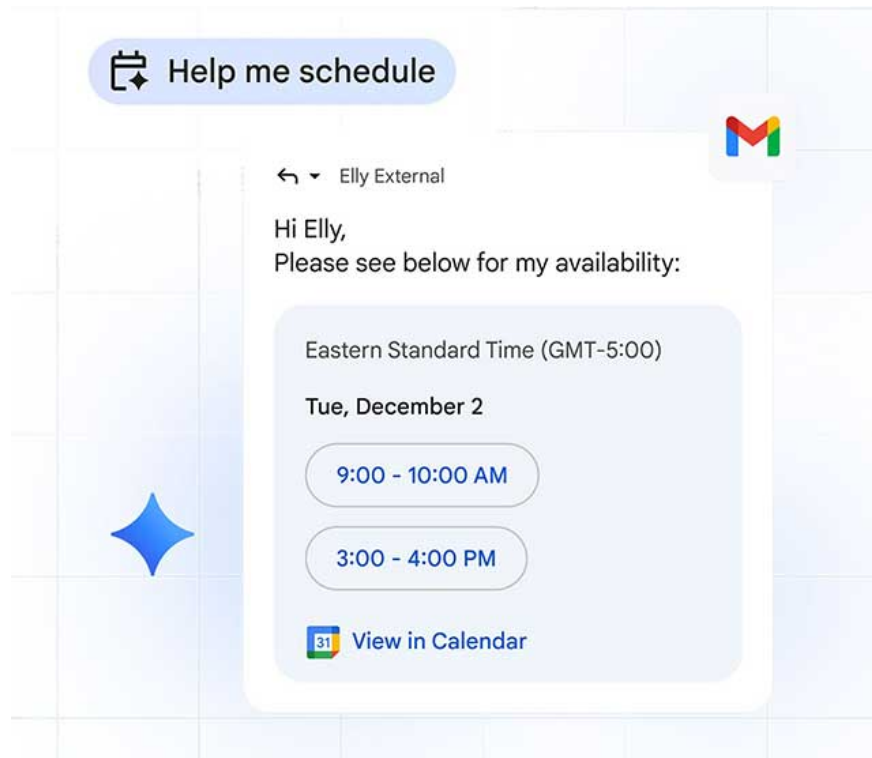
Gemini also offers strong support in presentation. In Google Slides, users can create illustrations directly from text descriptions instead of searching for pre-made images. Additionally, the slide enhancement feature allows for quick design upgrades while preserving the original content.

This significantly saves preparation time while ensuring the presentation remains consistent and professional.

Optimize meetings and team collaboration.

In the collaboration phase, Gemini simplifies many familiar tasks. In Gmail, users can schedule meetings directly within emails without switching back and forth between tools.

In Google Meet, Gemini can automatically take meeting notes, identify key tasks, and help summarize content for latecomers. This makes meetings more seamless and reduces the pressure of note-taking for participants.



Clearer and more effective communication.

In business communication, Gemini helps create professional and focused emails. Users can request the AI to write emails updating progress, communicating with partners, or adjusting the tone to suit different situations.

Especially in sensitive situations, Gemini can suggest various ways of expressing the message to ensure it is conveyed most effectively.

Gemini not only helps teams work faster but also helps them work smarter. When integrated into daily processes, AI can support everything from research, planning, and implementation to communication, thereby improving work efficiency and quality.

More importantly, the true value of AI lies not in automation, but in how businesses leverage it to create a long-term competitive advantage.

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