



THE RIGHT AI TOOL FOR YOUR BUSINESS

Copilot, Claude, or ChatGPT?

There's no single "best AI." There's the one that fits your work. Start by asking where the work already lives.

FIRST RULE Use the tool your company has approved, on your work account. If you're not sure what's approved, ask before you paste anything in.

	Microsoft 365 Copilot	Claude	ChatGPT
REACH FOR IT WHEN	The work lives in Outlook, Teams, Word, or Excel	The work is a long document or writing that has to be exactly right	You need a quick answer, a brainstorm, or a first draft from scratch
GREAT FOR	Summarizing meetings and email threads, drafting replies, and working with the files you already have open	Reviewing contracts, engagement letters, reports, policies, and proposals	Research, idea generation, everyday questions, and general drafting
WATCH OUT FOR	It sees everything you can see, so loose file sharing shows up fast. Clean up permissions first.	It sits outside your Microsoft apps unless it's connected. Know which data is allowed in.	Personal accounts are common. Use a business account with real data controls.
ONE-LINE TEST	"Is this already in my inbox or my files?"	"Does this need careful reading or writing?"	"Am I starting from a blank page?"

Four questions that actually decide it

1 Where does your work already live?

Inbox and Teams, long documents, or spread across the web?

2 What work do you want help with?

List the five tasks that eat the most time each week, and test each tool on those.

3 What data will touch it?

Client files, financials, and anything covered by compliance need a written rule before anything else.

4 What is your team already using?

Staff are often on personal AI accounts nobody approved. Find out before you buy.

Before you roll out any AI tool

Business accounts, not personal ones.

That one change gives you real control over your data.

A written AI use policy.

It says what's safe to use, what never goes in, and who checks the output.

Training for the whole team, using their real work.

A tool nobody knows how to use well is a subscription, not an investment.

"The best AI changes every month.
Your workflow doesn't. Choose on fit."

NEXT STEP

Not sure which fits your business?

Take the AI readiness quiz →

blueprintnj.ai/#assess

Or book a free Lunch and Learn for your whole team.



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Updated October 2026. We refresh this card every quarter as the tools change.