

DON'T BURY IT™

TAKEAWAY COLLECTION

BONUS #8

FREDLENA'S AI STEWARDSHIP RESOURCE GUIDE

*A practical guide to choosing the right tool without letting
the tool choose your thinking*

Steward what God put in your hands.

CREATED BY FREDLENA M. COSBY



You Do Not Need Every AI Tool

The best tool is the one that responsibly helps you complete the work in front of you. This guide is organized by job-to-be-done, not hype. Features and pricing change quickly, so use the official product page to verify current limits before purchasing.

MY RULE OF THUMB

Start with the problem, not the platform. Ask: What am I trying to accomplish? What information is sensitive? What must be verified? What level of control do I need? Then choose the lightest tool that can do the job well.

Fredlena's Working AI Stewardship Stack

These are not every AI tool on the market. They are a curated set of tools I believe are useful for thinking, researching, designing, capturing information, and moving good ideas toward responsible execution.

PRICING NOTE

Pricing and plan details were reviewed August 29, 2026. AI companies change plans, limits, and promotions frequently. Always verify the current offer on the official website before subscribing.

ChatGPT

THINKING, DRAFTING, PLANNING & PROJECT SUPPORT

WHAT IT IS

A general-purpose AI assistant for brainstorming, writing, analysis, research support, file work, planning, images, and iterative problem-solving.

BEST FOR

Turning an idea into structure; drafting and revising; analyzing files; planning projects; asking follow-up questions; building repeatable workflows.

HOW I USE IT

I use it when I need to think something through, organize a complicated idea, develop a resource, pressure-test a plan, or move from rough thought to usable deliverable.

FREE VERSION

Yes — Free plan available.

PAID COST

Plus: \$20/month. Higher-tier plans are also available.

OFFICIAL WEBSITE

chatgpt.com

STEWARDSHIP TIP

Give it context, boundaries, and source material. Ask it to identify assumptions. Verify anything important before you teach, publish, spend, sign, or decide.

02 Claude

LONG-FORM THINKING, WRITING & DOCUMENT ANALYSIS

WHAT IT IS	Anthropic's AI assistant for writing, analysis, research, document work, coding, and extended thinking.
BEST FOR	Long documents, careful synthesis, critique, writing development, comparing source material, and working through complex ideas.
HOW I USE IT	I reach for Claude when I want another strong thinking environment for long-form work, or when I want to compare how a second AI handles the same material.
FREE VERSION	Yes — Claude has a \$0 Free plan.
PAID COST	Pro: \$20/month, or \$200/year (about \$17/month when paid annually).
OFFICIAL WEBSITE	claude.ai

STEWARDSHIP TIP

Do not accept a polished answer simply because it sounds intelligent. Ask what came from your source material, what is inference, and what still needs verification.

03 Gemini

GOOGLE-CONNECTED AI & EVERYDAY ASSISTANCE

WHAT IT IS	Google's AI assistant, with deeper integration into Google products on eligible paid plans.
BEST FOR	General AI work, research, and people who already live in Gmail, Docs, Drive, and the wider Google ecosystem.
HOW I USE IT	I would recommend it especially when your work already lives in Google and you want AI support close to the tools you already use.
FREE VERSION	Yes — the Gemini app has free access with usage limits.
PAID COST	Google AI Plus: \$9.99/month. Google AI Pro: \$19.99/month. Plans and included storage or features can change.
OFFICIAL WEBSITE	gemini.google.com

STEWARDSHIP TIP

Know which Google account you are using before sharing organizational information. Convenience does not remove your responsibility to protect sensitive data.

04 Perplexity

WEB RESEARCH & SOURCE DISCOVERY

WHAT IT IS	An AI answer engine built around web research and cited sources.
BEST FOR	Mapping a topic quickly, finding sources, exploring current information, and identifying what deserves deeper research.
HOW I USE IT	I use this kind of tool when I want to get oriented fast and see sources I can open for myself rather than treating an AI answer as the final authority.
FREE VERSION	Yes — Standard is free with core search and limited advanced features.
PAID COST	Pro: \$20/month or \$200/year.
OFFICIAL WEBSITE	perplexity.ai

STEWARDSHIP TIP

Open the sources. A citation is a trail to evidence — not permission to skip reading the evidence.

05 NotebookLM

SOURCE-GROUNDED RESEARCH, STUDY & KNOWLEDGE SYNTHESIS

WHAT IT IS

Google's AI-powered research and learning environment for working with source collections. Add supported materials such as PDFs, websites, Google files, audio, and YouTube sources, then ask questions, compare ideas, create study materials, and explore the collection with citations back to the sources.

BEST FOR

Bible-study research collections, teaching preparation, studying reports and PDFs, comparing multiple sources, finding themes across your own materials, building study aids, and turning a large source set into something easier to understand and revisit.

HOW I USE IT

I recommend NotebookLM when you already have the material and need help understanding, organizing, comparing, or learning from it. It is especially useful when preparing to teach, or when working through a collection of documents you want treated as one research environment rather than disconnected files.

FREE VERSION

Yes — NotebookLM has a free version. Usage limits and access to advanced features vary by plan.

PAID COST

Expanded capabilities and higher limits are available through eligible Google AI and Workspace plans. Google changes plan names, limits, and included features, so verify the current offer before purchasing.

OFFICIAL WEBSITE

notebooklm.google.com

STEWARDSHIP TIP

Source-grounded does not mean source-proven. NotebookLM can help you work from the material you provide, but you are still responsible for determining whether those sources are trustworthy, current, properly interpreted, and appropriate for the conclusion you are drawing.

o6 Canva

DESIGN, PRESENTATIONS & EVERYDAY BRAND ASSETS

WHAT IT IS	A visual design platform with templates, brand tools, presentations, documents, social graphics, video, and AI-assisted creative features.
BEST FOR	Workbooks, presentations, social graphics, flyers, handouts, simple brand assets, and editable resources.
HOW I USE IT	I recommend Canva when you need to turn good substance into something people can actually read, use, share, or present without becoming a professional designer first.
FREE VERSION	Yes — Canva Free is \$0 for one person and includes core design tools plus limited AI usage.
PAID COST	Canva Pro: \$144/year for one person on the annual plan (pricing can vary by billing option or region).
OFFICIAL WEBSITE	canva.com

STEWARDSHIP TIP

Do not let a template become your brand. Establish your fonts, colors, spacing, voice, and visual rules first; then make the template obey the message.

07 Adobe Express

QUICK BRANDED CREATIVE, PHOTO & VIDEO CONTENT

WHAT IT IS	Adobe's streamlined design platform for social content, presentations, documents, photos, video, templates, and generative creative tools.
BEST FOR	Fast polished graphics, branded content, simple editing, social assets, and creators who want an easy entry into Adobe's ecosystem.
HOW I USE IT	I recommend it as another strong design option when you want professional-looking creative tools without opening a full advanced design workflow.
FREE VERSION	Yes — Adobe Express Free is \$0 and does not require a credit card.
PAID COST	Premium: \$9.99/month. Adobe also offers other creative plans.
OFFICIAL WEBSITE	adobe.com/express

STEWARDSHIP TIP

Review generated visuals, licensing, spelling, brand consistency, and factual text before publishing. Pretty is not the same as correct.

o8 TwinMind

FREE AI RECORDING, TRANSCRIPTION & MEMORY

WHAT IT IS

An AI memory and recording assistant that can capture conversations, transcribe them, summarize them, create recaps, and let you chat with what was captured.

BEST FOR

Meetings, conversations, idea capture, learning, follow-up notes, and remembering what was actually discussed.

HOW I USE IT

This is one I actually use sometimes. I like it when I need to capture a conversation or meeting and turn what was said into something I can revisit, search, summarize, and act on later.

FREE VERSION

Yes — strong Free plan with unlimited transcription, summaries and AI chats, saved audio, and recaps, according to TwinMind's current plan page.

PAID COST

Pro: \$15/month (TwinMind help lists \$14.99/month). Max: currently listed at a higher monthly tier; verify the current offer before subscribing.

OFFICIAL WEBSITE

twinmind.com

STEWARDSHIP TIP

Recording creates responsibility. Get consent where required, protect private conversations, and review transcripts before quoting someone or making a decision from the notes.

09 Plaud

DEDICATED AI RECORDING & CONVERSATION INTELLIGENCE

WHAT IT IS

A recording-device ecosystem paired with AI transcription, summaries, templates, and the ability to ask questions about recorded conversations.

BEST FOR

People who record meetings, interviews, calls, teaching, consultations, or voice notes often enough to want a dedicated capture workflow.

HOW I USE IT

I recommend Plaud when recording is not occasional but part of how you work — especially when you want a dedicated device and a structured path from conversation to transcript, summary, and follow-up.

FREE VERSION

Starter membership: \$0 with 300 transcription minutes per month after activating a Plaud device. The hardware itself is a separate purchase.

PAID COST

Pro: \$17.99/month or \$99.99/year (\$8.33/month equivalent). Unlimited: \$29.99/month or \$239.99/year (\$19.99/month equivalent).

OFFICIAL WEBSITE

plaud.ai

STEWARDSHIP TIP

This is not simply a free recorder: the free AI plan is tied to an activated Plaud device. Always tell people they are being recorded when consent or law requires it.

Choose by Job, Not by Hype

I NEED TO...	START HERE	WHY
Think, draft, plan, analyze, or build iteratively	ChatGPT / Claude	Flexible thinking and creation
Research current information and trace sources	Perplexity	Designed around web research and citations
Work close to Google's ecosystem	Gemini	Natural fit for Google-centered workflows
Create a workbook, presentation, flyer, or social graphic	Canva / Adobe Express	Accessible visual production
Record conversations with a strong free software option	TwinMind	Unlimited transcription is currently included on Free
Use a dedicated recording device and structured AI workflow	Plaud	Purpose-built hardware and transcription ecosystem
Study, compare, and synthesize my own source collection	NotebookLM	Source-grounded research and learning

My 5-Layer AI Stewardship Workflow

- 1 · DISCERN What is the actual assignment, problem, or responsibility? AI does not decide what God told you to do.
- 2 · DEFINE Write the outcome, audience, boundaries, source material, and what “done” means.
- 3 · DELEGATE Give AI the portion a tool can responsibly assist with: organize, compare, draft, summarize, brainstorm, structure, research, transcribe, or design.
- 4 · VERIFY Check facts, Scripture, numbers, policies, links, permissions, tone, privacy, and anything high-stakes.
- 5 · DELIVER Put the work into the world responsibly. Measure what happened. Improve the system.

What I Would *Not* Hand Over to AI

My relationship with God or spiritual discernment ☐

A claim that “God said” something simply because an AI generated it ☐

Final theological interpretation without Scripture study and responsible counsel ☐

Confidential information I do not have permission to share ☐

High-stakes legal, medical, financial, safeguarding, or compliance decisions without qualified review ☐

My personal voice, testimony, convictions, authorship, or accountability ☐

The responsibility to verify, decide, and act ☐

Starter Stack: Keep It Simple

IF YOU'RE BRAND NEW

Start with one general AI assistant, one design tool if you need visuals, and the systems you already use. Add specialized tools only when a repeated need justifies them.

For a Founder or Business Builder

ChatGPT or Claude → Perplexity for research → Canva or Adobe Express for presentation and design. Add recording only if conversations are a meaningful part of the work.

For Ministry or Church Work

General AI assistant → approved document and workspace tools → Canva or Adobe Express. Put privacy, pastoral sensitivity, safeguarding, theology, and leadership approval ahead of speed.

For an Executive or Consultant

ChatGPT or Claude → Perplexity and NotebookLM for external research → TwinMind or Plaud when appropriate for meeting capture → Canva or Adobe Express for polished communication.

For a Learner or Emerging Builder

Start free: choose one AI assistant, use Perplexity when you need sources, Canva for visuals, and TwinMind when capturing learning or conversations would help.

Before You Pay for Another Subscription

What repeated problem will this solve? ☐

How many times per month will I actually use it? ☐

Can a free plan handle my current need? ☐

Can a tool I already pay for do 80% of this? ☐

Does it handle my data appropriately? ☐

Can I export my work? ☐

Do I understand the usage limits or credits? ☐

Do I understand commercial-use or licensing terms? ☐

Will this save meaningful time, improve quality, or create real capacity — or am I buying excitement? ☐

THE FINAL TEST

A tool is only an asset when it increases faithful capacity. If it adds cost, noise, confusion, or dependency without improving the work, it may be another thing to steward — not a stewardship solution.

RESOURCE EDITION

August 29, 2026. Product features, pricing, plan names, limits, and terms can change. Use the official links in this guide to confirm current information.

Steward what God put in your hands.



© 2026 FREDLENA M. COSBY · ALL RIGHTS RESERVED