

# Which Tool for Which Job

A decision guide for your team. Two questions, two tools, and what each one costs.

## Standardizing does not mean everyone uses one app.

It means every job has one obvious tool and nobody has to guess. Four people picking four tools for the same task is a decision problem. Forty people doing it is a policy problem.

### 1 Is the work sitting in your team's files?

Spreadsheets, PDFs, a folder of old emails, exports from your accounting or POS system. Work that has to become other files: an SOP, a report, a client packet.

#### Use: Claude Cowork

You point it at a folder, on a computer or a shared drive. It reads what is there and puts finished files back in the same folder. Nobody pastes anything into a chat window.

#### GOOD FOR

- Writing one SOP from what three locations already do
- Turning an accounting or POS export into a margin report
- Cleaning up a document set and flagging where the files disagree
- Building a client packet from files you already have

#### ► STARTER PROMPT · COWORK

Read everything in this folder. It is our client onboarding material from more than one location. Write one company-wide onboarding SOP, with a short section on where each location does it differently and why. Flag anywhere the files disagree instead of guessing which one is right.

*Point it at the folder first, then paste this. Pick the folder with your data policy (section 2) open.*

#### WHAT IT COSTS

Cowork comes with any paid Claude plan. For a team, look at the **Team plan**: about **\$20 per seat per month** on annual billing, or \$25 month to month. Heavy users can take a premium seat at about \$100 on annual billing. Team plans start at two seats.

One team plan is one place to see who has a seat. Forty individual plans are forty islands.

## 2 Is the knowledge sitting in documents nobody reads?

Handbooks, SOPs, policy memos, warranty terms, safety procedures. Everything your company knows that lives in a file nobody opens.

### Use: Gemini Notebook, with Gemini as the everyday layer

Two tools from Google, one job, split by where the work happens.

- **Gemini Notebook** works across a pile of documents you hand it. It builds something new from all of them with a source on every claim: an answer, a briefing, a gap list, an audio summary.
- **Gemini in Workspace** works inside the document you already have open. It helps you finish what you are writing or fix the sheet in front of you, in Gmail, Docs, Sheets, or Slides.

#### GOOD FOR

- New-hire onboarding built from documents you already wrote
- Answering “what does our policy say about this” with the page it came from
- Finding where two documents disagree, and which one is newer
- Updating a cost sheet from a stack of vendor emails (Gemini in Sheets)

#### ► STARTER PROMPT • GEMINI NOTEBOOK

Using only the documents I loaded, answer this: [a question your new hires keep asking]. Cite the source for every claim. If two documents disagree, show both and tell me which is newer. If the documents do not answer it, say so instead of filling the gap.

*The citations are the point. Click two of them before you trust the rest.*

#### ► STARTER PROMPT • GEMINI IN SHEETS

Update the Unit Cost column using the price changes in these vendor emails. Put the old cost in Previous Cost, the percent change in Change %, and put FLAG next to anything that went up more than 10 percent.

*Good at a bounded ask against a table. Shakier when the number is buried in a paragraph. Check what it flags.*

#### WHAT IT COSTS

Gemini is built into paid Google Workspace plans. **Business Standard** is the floor for Gemini in Docs, Sheets, Slides, and Drive, at about **\$14 per user per month** on annual billing. Business Starter carries only limited Gemini. If your team is already on Workspace, find the Gemini line on your bill before you buy anything.

Gemini Notebook is included with Workspace and has a free tier on any Google account. Use a work account, not a personal Gmail, for company documents, because Google’s data protections differ between the two. Check the help page for your edition.

Notebooks can be shared with teammates. Your Workspace admin controls whether anyone can share outside the company.

# What if the answer is both?

For most teams it is. Do not try both at once.

*Pick the department with the loudest complaint attached. That is the one that will help you instead of resisting you.*

Section 3 walks through how to run that first pilot.

# Who does this job today?

Fill this in with your department managers before you pick a pilot. Write the job as somebody complains about it out loud, then who does it now, then which question it answers.

| DEPARTMENT | THE JOB (AND THE COMPLAINT) | WHO DOES IT TODAY | QUESTION 1 OR 2 | TOOL |
|------------|-----------------------------|-------------------|-----------------|------|
|            |                             |                   |                 |      |
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|            |                             |                   |                 |      |

Question 1 is files that become other files (Cowork). Question 2 is knowledge in documents nobody reads (Gemini Notebook, with Gemini in Workspace for the document you have open).

# The short version

| THE WORK IS...                                     | TOOL                | WHAT IT HANDS YOU                                          | STARTING COST                                            |
|----------------------------------------------------|---------------------|------------------------------------------------------------|----------------------------------------------------------|
| In files on your team’s computers or shared drives | Claude Cowork       | Finished files back in your folder                         | About \$20 per seat per month, Team plan, annual         |
| Across a pile of documents nobody reads            | Gemini Notebook     | Cited answers, briefings, gap lists, audio summaries       | Included with Workspace. Free tier on any Google account |
| Inside the document or sheet you have open         | Gemini in Workspace | Drafts, edits, and formulas in Gmail, Docs, Sheets, Slides | About \$14 per user per month, Business Standard, annual |

Prices checked September 21, 2026. These move. Check your own invoice before you buy.