



Find a useful first job for AI.

A short guide to choosing a task, trying it and deciding what to do next.

Start with what your company needs to do better. Look for a task your team repeats, where finding information or passing work along takes too much effort.

Inside: pick a task, map its steps, try an example and compare the results.



Pick a job worth making easier.

Choose a task that happens often and has someone who can check the result.

Name the reason

What would improve for the company? What would your team or customers notice if this job got easier?



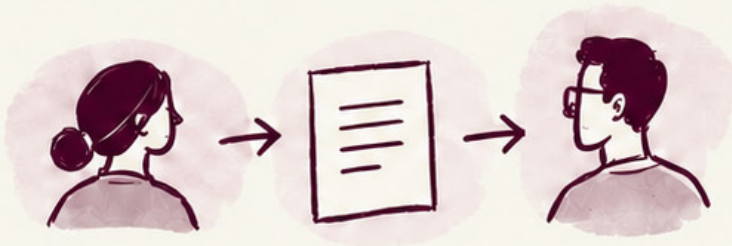
Check the other choices

Could clearer steps or a tool you already have solve the problem? Compare those choices before adding AI.



Choose who checks it

Name the person doing the task, the information they need and the person who can judge the result.



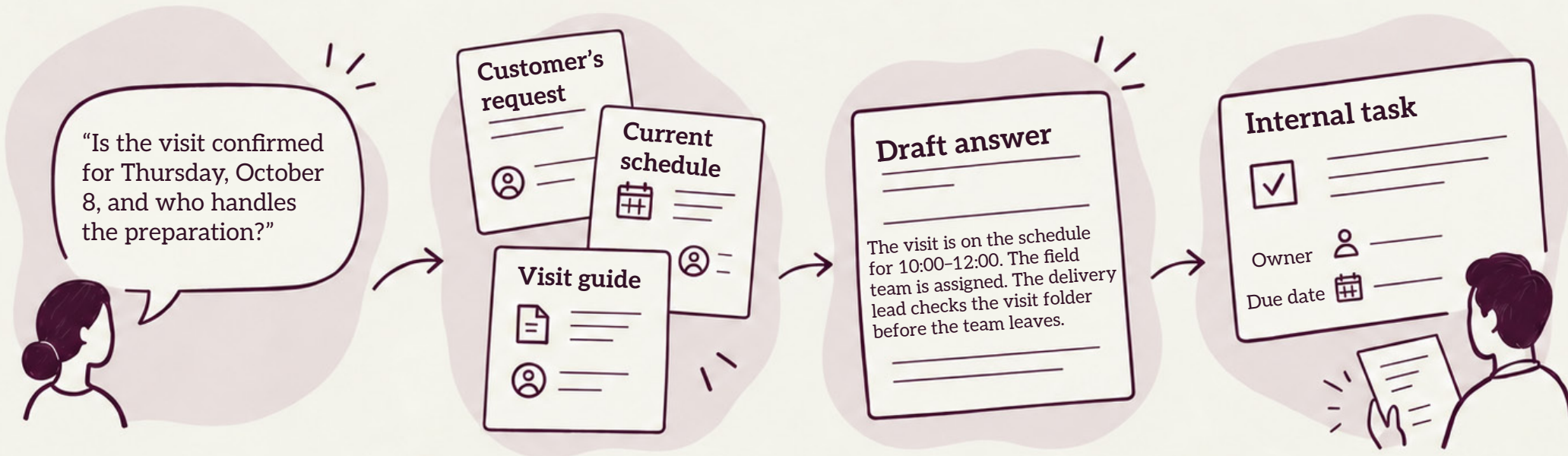
Keep the first try small

Choose a job with a clear start and finish. The first try should help you decide what to build next.



Map the job before you change it.

An example from a fictional company: preparing an answer about an equipment visit.



The question

"Is the visit confirmed for Thursday, October 8, and who handles the preparation?"

What to check

Check the customer's request, the current schedule and the visit guide. Know who keeps each one up to date.

The draft answer

The visit is on the schedule for 10:00-12:00. The field team is assigned. The delivery lead checks the visit folder before the team leaves.

What happens next

A person reviews the draft before it is used. An internal task has a named owner and due date. Check the work list to see that the task was added.

Try it. Check it. Choose.

Count all the work, including checks, fixes and ongoing care.



Try a normal task

Use the same task to compare the old way with the new idea. Count the time to prepare, check and fix the work.



Try a problem

Leave out a file. Try an account that cannot open the schedule. Does the work stop and reach someone who can help?



Choose the next step

Keep the old way, improve the steps, change a tool, build the new idea or pause. Choose what helps after you count all the work.



Name the person in charge

Agree who checks the work, who gets it and who keeps the tool working. Your worksheet answers can stay on your device. Save or print them.



Book a call

Bring one job you want to make easier.

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