

Hand one of your tasks to AI

1 · Pick one task

2 min

The task something you did last week that felt like copy, paste, check, repeat · tick the signs it has

☐ It repeats ☐ It follows a pattern ☐ It's digital ☐ Mistakes are cheap

2 · Break it down

3 min

Trigger

what starts it?

Input

what does it read?

Output

what does it produce?

Check

who confirms it's right?

3 · Label each step

3 min · circle (or tap) one kind per step

STEP	KIND			TOOL
<i>e.g.</i> Tag each customer review by topic	AI	Rule	Human	A saved prompt
1	AI	Rule	Human	
2	AI	Rule	Human	
3	AI	Rule	Human	
4	AI	Rule	Human	
5	AI	Rule	Human	

With AI: a saved prompt · an AI step in Zapier / Make / n8n · AI in spreadsheets · a custom assistant. When it must be exact: formulas · email rules · scripts.

4 · Plan the evaluation

2 min

Is it right?

which 30 real examples? AI can pick them and read the misses; the answer key is yours

When it's wrong

who notices, and what happens?

AI for everything it can do · rules where it has to be exact · a human where being wrong is expensive