PRACTICAL RESOURCE / AI TEACHERS

AI Teachers - Build a calmer working week

Self-paced workshop · 45 minutes

0-10 minutes: Find the friction

List five recurring tasks and the time each usually takes. Mark which ones have clear inputs and a result you can review.

Practice example: Examples: organize notes, draft an internal update, compare versions, prepare a meeting agenda, or outline a personal project.

Deliverable: Choose one low-risk task you understand well.

My work:

What I checked:

What I will change:

10-25 minutes: Try an AI-assisted version

Write a brief with the goal, permitted inputs, constraints, and expected format. Run one example in your approved tool and keep the original output.

Practice example: Try turning fictional notes into an agenda. Ask the assistant to flag missing owners or dates instead of guessing.

Deliverable: Save the instruction, draft, and a corrected result.

My work:

What I checked:

What I will change:

25-35 minutes: Count the whole process

Measure preparation, generation, review, and rework. Compare quality with your usual process. Record differences between the examples.

Practice example: If review is taking longer than the old task, simplify the workflow or choose another task. Faster drafting alone does not prove a saving.

Deliverable: Complete a before-and-after comparison with a quality note.

My work:

What I checked:

What I will change:

35-45 minutes: Protect the benefit

Document when the workflow is useful and when to stop. Choose a second example to try this week. Decide what you want any freed capacity to support.

Practice example: That might be less overtime, time with family, deeper work, or a creative project-not necessarily more tasks.

Deliverable: Write a repeatable recipe and a practical plan to test it again.

My work:

What I checked:

What I will change:

My next step

Action:

When:

How I will know it helped: