

My AI goals

You know your job better than anyone. Use this page to decide where AI could help you most.

1 Where does my time go?

Task	Roughly how long each week	How much do I enjoy it?
		☐ Low ☐ Medium ☐ High
		☐ Low ☐ Medium ☐ High
		☐ Low ☐ Medium ☐ High

2 Which of these could use a first draft, a summary, or a second opinion? Circle one task to try first.

3 What would I do with the time I save?

4 What am I unsure or worried about? There are no wrong answers.

5 One small thing I'll try this week.