

The AI Task Audit

Sort your real weekly tasks. See which parts of your role AI reaches first, and what stays yours.

NAME _____

WEEK OF _____

REVISIT ON _____

List each recurring task in one of the three columns. Then flag any task a law or accountability pins to a human.

STEP 1 OF 3

AI REACHES HERE FIRST

AI STOPS HERE

01 AI does it FOR you.	02 You do it WITH AI.	03 Stays yours.
A strong first pass with light oversight. e.g. drafting a job description.	AI speeds you up; the call stays yours. e.g. screening summaries.	Judgment a model cannot hold. e.g. a termination conversation.
TASKS _____ % OF WEEK _____	TASKS _____ % OF WEEK _____	TASKS _____ % OF WEEK _____

STEP 2 OF 3

Human-anchored by law or accountability (flag the tasks above that belong here)

☐	_____	WHY _____
☐	_____	WHY _____
☐	_____	WHY _____

THEN ASK YOURSELF

STEP 3 OF 3

- 01 What share of my week sits in the FOR-you column, and am I moving that work or defending it?
- 02 Which WITH-AI tasks would make me more valuable if I got sharper with them this quarter?
- 03 Which tasks does law or accountability anchor to a human, so they need process over speed?

One move this week: the task I stop doing by hand, and the first step to hand it off.
