Pick your first AI job

15 minutes, one pen. List the office work that repeats every week, score it, and pick one job to hand to an AI agent as drafts. A person approves everything that matters.

1 List your weekly repeat tasks and score them

Hours back each week
3 = more than 3 hrs · 2 = 1 to 3 hrs · 1 = under 1 hr

Risk if a draft is wrong
3 = internal, easy to check · 2 = goes to a customer after review · 1 = prices, safety, money or legal

Data access it needs
3 = one system, read-only · 2 = two systems · 1 = many systems or sensitive data (payroll, bank)

	Task (what, in a few words)	Who does it now	Hours	Risk	Data	Total /9
1			1 2 3	1 2 3	1 2 3	
2			1 2 3	1 2 3	1 2 3	
3			1 2 3	1 2 3	1 2 3	
4			1 2 3	1 2 3	1 2 3	
5			1 2 3	1 2 3	1 2 3	
6			1 2 3	1 2 3	1 2 3	
7			1 2 3	1 2 3	1 2 3	

Circle a number in each column and add them up. Highest total goes first; on a tie, pick the lower-risk one. Ideas: quote follow-up · daily job reports · crew schedule · RFI reminders · call summaries · review requests.

2 Apply the rule to your top 3: the agent drafts, a person approves

Never hand off: setting prices · change orders · safety sign-offs · moving money · anything legally binding. Those parts stay with a person, even when the rest of the task goes to the agent.

Task	The agent drafts…	A person approves… (who?)	Stays human

3 Pick one and write its job description

Fill in the blanks. Two sentences is enough. If you can't write it this simply, pick a different task.

Each _____ (when), the agent takes _____ (inputs) and drafts _____ (output) in _____ (format). _____ (person) approves it before _____. It never _____.

"Done" looks like: _____

Owner (one name): _____ **Today it takes** _____ **hrs/week**

Run as drafts from _____ **to** _____ **Week-4 decision:** keep · fix · kill

- ☐ Its own login, with only the access it needs
- ☐ A log of what it did, reviewed weekly
- ☐ Drafts only. Nothing is sent without a person
- ☐ A monthly cost limit you're comfortable with