



1 IDENTIFY

Is AI needed?

Understand the task.



Is the task repetitive, analytical, creative or strategic?



What outcome am I trying to achieve?



Does it add value to my work or my team?



Start with clarity. Better questions lead to better AI results.



2 ALLOCATE

Which AI tool is best?

Match the tool to the task.



ChatGPT
Content creation, emails, brainstorming



Claude
Long documents, analysis, reasoning



Microsoft Copilot
Work in Word, Excel, Teams, Outlook



Canva AI
Visuals, presentations, social media



GitHub Copilot
Coding, debugging, software development



Gemini
Web search, real-time information



Right tool. Right task.
Greater impact.



3 UTILIZE

How can AI enhance my work?

Use AI to work smarter.



Automate repetitive and time-consuming tasks



Accelerate research and information discovery



Generate first drafts and creative ideas



Analyze data and extract insights



Save time to focus on high-value, meaningful work



AI handles the routine.
You focus on what matters most.



4 GOVERN

Should I trust the output?

Use AI responsibly.



Verify facts, figures and sources



Protect confidential and sensitive data



Check for bias and fairness



Edit and add your judgment



Take ownership of the final decision



AI assists.
You remain accountable.

MATCH THE COMPLEXITY TO THE RIGHT AI POWER



ROUTINE TASKS

Use Standard AI Models

- ☒ Summarization
- ☒ Classification
- ☒ Formatting
- ☒ Basic Writing

STRATEGIC TASKS

Use Advanced AI + Human Review

- ☒ Strategic Analysis
- ☒ Coding
- ☒ Research
- ☒ Problem Solving

THE 5-SECOND AI CHECK

Before you use AI, pause and ask:



- ☒ Is this task repetitive or strategic?
- ☒ Am I choosing the right AI tool?
- ☒ Does this contain confidential information?
- ☒ Will I verify the output?
- ☒ Am I still accountable for the final decision?

★ KEY TAKEAWAYS



AI is transforming tasks, not replacing jobs.



Choose the right AI tool for the task complexity.



AI should automate routine work, not human judgment.



Always verify AI-generated outputs.



Protect organizational and personal data.



Human skills—creativity, empathy, ethics—are more valuable than ever.



AI literacy is a core workplace capability.



Learn continuously. The landscape evolves fast.



YOUR 30-DAY AI CHALLENGE



WEEK 1

Identify one repetitive task you perform every day.



WEEK 2

Experiment with one new AI tool.



WEEK 3

Use AI to automate one workflow.



WEEK 4

Reflect: What did AI improve? What still required human judgment?

CONTINUE YOUR LEARNING

1 IDENTIFY



AI Automation Statistics 2026

60+ global data points on adoption rates, ROI and industry use cases.

aristral.com/blog/ai-automation-statistics-2026



2 ALLOCATE



The Enterprise AI Playbook (Stanford)

Insights from 51 successful AI deployments. Strategy for organization-wide transformation.

stanford.io/enterprise-ai-playbook



3 UTILIZE



2026 Deep Work & Focus Time Report

How AI calendar automation defends focus and helps teams recover nearly 20 hours of deep work per week.

reclaim.ai/deep-work-trends-report



4 GOVERN



Top AI Ethics & Policy Issues (ACM SIGAI)

A deep dive into safety standards, explainability and the digital backlash against harmful AI.

sigai.acm.org/ai-ethics-policy-issues-2026



The future belongs to people who **collaborate effectively** with AI, while **thinking critically**, **acting ethically**, and **creating meaning**.

