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A practical, leader-friendly guide to using AI for real productivity gains—without hype or surveillance.

- AI saves the most time on repeatable, text-heavy work where outputs are easy to review.
- AI saves the least time on ambiguous or high-risk decisions that need deep judgment.
- The fastest wins come from AI + simple workflow rules (who reviews, where it goes next, how it's measured).

WHERE AI DOESN'T SAVE TIME (COMMON TRAPS)

- "Use AI for everything" → staff spend more time fixing outputs than doing the work
- High-stakes decisions without guardrails → risk increases and trust decreases
- Messy workflows (unclear steps, missing information, too many handoffs) → AI amplifies inconsistency

MONDAY MORNING PLAN (30-DAY QUICK START)

1. Choose one workflow (intake, inbox triage, meeting follow-ups, reporting).
2. Define one standard output template:
3. Summary / Missing info / Category / Recommended next step
4. Set the rule: AI drafts → human approves (who approves + how fast).
5. Track one metric for 30 days (see below).

WHERE AI SAVES TIME?

Drafting & rewriting

Emails, updates, client-facing messages, internal memos (human reviews quickly)

Summaries

Meetings, case handoffs, long documents → "Decisions / Actions / Owners / Deadlines"

Sorting & routing



Categorize requests, tag topics, route to the right team/queue, reduce "who owns this?" delays

Internal knowledge Q&A

Help staff find the right process, policy, or form—fewer interruptions, faster onboarding

Inputs → AI assists → Workflow rules → Outputs

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