

AI Work Explorer

Eight output types. Twelve complete example reports.

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This collection shows the kinds of reports the explorer can produce. A visitor can keep several goals, kinds of work, difficulties and possible uses of AI together. The tool does not rank a preferred route or assume a benefit.

These examples use fictional work and illustrative inputs. They are not customer results or estimates of AI performance.

This work is not tracked. A visitor's own report is produced in their browser. They choose what to copy, download, print or send themselves.

[Try the AI Work Explorer](#) | [Explore these examples online](#)

The output types

Your work and opportunities

A record of the work, goals and possible uses you chose, including several interests together.

Open questions remain visible. No option is treated as the best one merely because it was selected first.

Time and checking example

An optional time comparison for one named task, including current checking and any extra checking you enter.

Missing inputs become things to observe. The report does not fill them with assumed savings.

How the work gets completed

Questions and observations about waiting, approval, handoffs and the work that happens before and after the task.

No finished-work speed or output increase is predicted from a task-time estimate.

Quality and review plan

A way to describe a useful result, involve a reviewer and compare mistakes, corrections and checking effort.

The report identifies criteria and review arrangements to clarify rather than declaring the work dependable.

Information and tool arrangements

The sources, examples and tool arrangements to confirm so a person can check an AI-assisted result.

Unconfirmed information or permission stays unconfirmed. The report does not grant access or approve a tool.

People and organizational support

Practical arrangements for ownership, practice, help and the time needed to learn and check the work.

Support that is not in place is distinguished from support you have not checked yet. There is no readiness score.

New opportunity experiment

A small sample to discuss with intended users, including what they do today and what would make the idea useful.

Useful feedback comes before a revenue estimate. A new idea does not remove the other views from the report.

Your complete test plan

The selected possibilities, a small test, what to observe and the questions needed to decide what comes next.

Unknown answers and untested assumptions remain in the report rather than becoming a recommendation to purchase a service.

The twelve examples

- 1. I am not sure where to start**
- 2. Understand the time spent today**
- 3. A time-saving example worth checking**
- 4. Extra checking takes back the gain**
- 5. Rough ranges give an uncertain result**
- 6. Follow the request through to completion**
- 7. Compare dependable answers and their checks**
- 8. Start with information people can trust**
- 9. Make room for learning and ownership**
- 10. Test a new service with intended users**
- 11. Improve current work and explore a new offer**
- 12. Compare several uses before choosing a test**

Example 1: I am not sure where to start

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

An illustrative starting point with no time estimates or confirmed support. The useful output is a set of questions and observations, not an invented savings figure.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: I am still figuring that out
- Work or idea: A piece of work I want to understand better
- Who receives the result: still to identify

All the themes you selected

- Goals: I am still figuring that out
- Kinds of work: Other work or an idea
- Difficulties: I am not sure yet
- Possible assistance: I would like to compare possibilities

Questions to learn from

- Observe one ordinary example or discuss one idea and decide which changes would be useful to compare.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Name a person to check the result and decide whether it is suitable before anyone relies on it.
- Find information or an answer: Try finding an answer in a small set of approved, current information and check the original sources. Name a person to check the result and decide whether it is suitable before anyone relies on it.
- Organize or summarize information: Try turning one example into a clearer outline, summary or list of next actions. Name a person to check the result and decide whether it is suitable before anyone relies on it.

A small discovery plan

- Describe the people you want to help and one example of the work or idea.
- Discuss whether you want to improve existing work, explore something new, or do both.
- Ask the person receiving the result what would make it more useful.
- Compare a few small examples of possible assistance and note questions you cannot answer yet.
- Choose a question for a small test and agree who will help check the result.

What to observe

- The needs and questions people describe in their own words.
- Which work or ideas they would like to compare and why.
- Examples, information and support available for a small test.

- What remains unknown and who could help you find out.

What you told us about support

- A tool you may use: Not sure
- Current information and examples: Not sure
- Clear final checks: Not sure
- Time to practice and get help: Not sure

Support to arrange or confirm

- Confirm which tool you may use and what material is approved for it.
- Confirm whether a current example and the original information are available.
- Clarify what a good result looks like and who is responsible for the final check.
- Confirm whether there is time to practice and someone to ask for help.

Optional time scenario

- First decide whether you are improving existing work or exploring something new. No current workload or time benefit is assumed.

Limits and assumptions

- This is an exploration of possibilities, not a recommendation that one option is best.
- Existing work and new ideas need different evidence. Agree what you are testing before estimating a benefit.
- Use approved information, human checks and time for learning and support in any small test.
- This exploration does not promise savings, a financial return or a working service.

Example 2: Understand the time spent today

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

Illustrative weekly updates with an entered baseline and no assumed AI improvement. The report can show current effort while leaving the change to a test.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve work we already do
- Work or idea: Prepare one weekly project update
- Who receives the result: Colleagues who read the update

All the themes you selected

- Goals: Spend less time on routine work; Make results more dependable
- Kinds of work: Preparing updates
- Difficulties: Doing the work; Checking or fixing the result
- Possible assistance: Make a first draft; Organize or summarize information

Questions to learn from

- Compare the total time spent doing, checking and fixing the work while keeping the quality of the result in view.
- Agree what a good result looks like, then compare errors, corrections and the time needed to check it.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Keep the person who normally checks the work involved and include their checking and correction time.
- Organize or summarize information: Try turning one example into a clearer outline, summary or list of next actions. Keep the person who normally checks the work involved and include their checking and correction time.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.
- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.
- Compare assistance with small parts of the work, keeping an unassisted example alongside each option.
- Include the reviewer and compare whether checking or fixing takes more or less time with each option.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Keep the person who normally checks the work involved and include their checking and correction time.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.

- Whether each option meets the agreed quality checks and helps its recipient.
- Waiting, work passed between people and any extra work for someone else.
- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Yes
- Clear final checks: Yes
- Time to practice and get help: Not sure

Support to arrange or confirm

- Confirm whether there is time to practice and someone to ask for help.

Optional time scenario

- Your current time range is available. Choose a what-if reduction in doing time to explore a change; this will be an assumption, not an AI performance estimate.
- Whole-team count for one existing-work example: 12 completed results/week
- Time doing that work: 30 active minutes/result
- Existing checking and fixing for that result: 10 minutes/result
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- Time spent working today: 8 hours/week
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.

Example 3: A time-saving example worth checking

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

An illustrative reduction in drafting time leaves some time after extra checking. These are visitor-style assumptions to test, not observed AI performance.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve work we already do
- Work or idea: Draft one customer update from approved notes
- Who receives the result: The person responsible for the customer relationship

All the themes you selected

- Goals: Spend less time on routine work; Make results more dependable
- Kinds of work: Preparing updates
- Difficulties: Doing the work
- Possible assistance: Make a first draft

Questions to learn from

- Compare the total time spent doing, checking and fixing the work while keeping the quality of the result in view.
- Agree what a good result looks like, then compare errors, corrections and the time needed to check it.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Keep the person who normally checks the work involved and include their checking and correction time.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.
- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.
- Compare assistance with small parts of the work, keeping an unassisted example alongside each option.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Keep the person who normally checks the work involved and include their checking and correction time.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.
- Whether each option meets the agreed quality checks and helps its recipient.
- Waiting, work passed between people and any extra work for someone else.

- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Yes
- Clear final checks: Yes
- Time to practice and get help: Yes

Support to arrange or confirm

- Confirm the agreed tool, information, human checking and learning support for each test.

Optional time scenario

- This is a what-if range for time spent working each week under your assumptions. It does not predict what AI will actually do, how much work will get finished or how much money will be saved.
- Whole-team count for one existing-work example: 12 completed results/week
- Time doing that work: 30 active minutes/result
- Existing checking and fixing for that result: 5 minutes/result
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- Time spent working today: 7 hours/week
- What-if reduction in doing time: 25% (an assumption)
- Additional checking allowance: 5 minutes/item
- Potential time released: 30 minutes/week under these assumptions.
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.

Example 4: Extra checking takes back the gain

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

An illustrative proposal draft takes less preparation time but needs enough extra checking to add work overall. A useful result can include an unfavorable time comparison.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve work we already do
- Work or idea: Prepare one short proposal draft
- Who receives the result: A colleague who checks the proposal

All the themes you selected

- Goals: Spend less time on routine work; Make results more dependable
- Kinds of work: Preparing or reviewing documents
- Difficulties: Checking or fixing the result
- Possible assistance: Make a first draft; Suggest things to check

Questions to learn from

- Compare the total time spent doing, checking and fixing the work while keeping the quality of the result in view.
- Agree what a good result looks like, then compare errors, corrections and the time needed to check it.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Keep the person who normally checks the work involved and include their checking and correction time.
- Suggest things to check: Try using AI to suggest issues or missing information, then have a person verify its suggestions. Keep the person who normally checks the work involved and include their checking and correction time.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.
- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.
- Include the reviewer and compare whether checking or fixing takes more or less time with each option.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Keep the person who normally checks the work involved and include their checking and correction time.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.
- Whether each option meets the agreed quality checks and helps its recipient.

- Waiting, work passed between people and any extra work for someone else.
- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Yes
- Clear final checks: Yes
- Time to practice and get help: Yes

Support to arrange or confirm

- Confirm the agreed tool, information, human checking and learning support for each test.

Optional time scenario

- This scenario takes more working time each week because the extra checking takes longer than the doing time it would save.
- Whole-team count for one existing-work example: 20 completed results/week
- Time doing that work: 20 active minutes/result
- Existing checking and fixing for that result: 5 minutes/result
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- Time spent working today: 8.33 hours/week
- What-if reduction in doing time: 25% (an assumption)
- Additional checking allowance: 10 minutes/item
- Extra working time: 1.67 hours/week under these assumptions.
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.

Example 5: Rough ranges give an uncertain result

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

Illustrative ranges for task volume, preparation and extra checking can produce either less or more work. The report keeps that uncertainty visible.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve work we already do
- Work or idea: Prepare one answer to a recurring question
- Who receives the result: The person asking the question

All the themes you selected

- Goals: Spend less time on routine work; Make results more dependable
- Kinds of work: Answering questions
- Difficulties: Doing the work; Checking or fixing the result
- Possible assistance: Find information or an answer; Make a first draft

Questions to learn from

- Compare the total time spent doing, checking and fixing the work while keeping the quality of the result in view.
- Agree what a good result looks like, then compare errors, corrections and the time needed to check it.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Find information or an answer: Try finding an answer in a small set of approved, current information and check the original sources. Check the result yourself against the original information and the agreed quality checks.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Check the result yourself against the original information and the agreed quality checks.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.
- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.
- Compare assistance with small parts of the work, keeping an unassisted example alongside each option.
- Include the reviewer and compare whether checking or fixing takes more or less time with each option.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Check the result yourself against the original information and the agreed quality checks.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.

- Whether each option meets the agreed quality checks and helps its recipient.
- Waiting, work passed between people and any extra work for someone else.
- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Yes
- Clear final checks: Yes
- Time to practice and get help: Not sure

Support to arrange or confirm

- Confirm whether there is time to practice and someone to ask for help.

Optional time scenario

- This scenario could take less or more working time each week. Some assumptions would save time and others would add time; try a few examples to find out.
- Whole-team count for one existing-work example: 6 to 20 completed results/week
- Time doing that work: 16 to 30 active minutes/result
- Existing checking and fixing for that result: 1 to 5 minutes/result
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- Time spent working today: 1.7 to 11.67 hours/week
- What-if reduction in doing time: 25% (an assumption)
- Additional checking allowance: 1 to 10 minutes/item
- Could add up to 2 hours/week or release up to 2.17 hours/week under these assumptions.
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.

Example 6: Follow the request through to completion

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

An illustrative internal request passes between people and waits for approval. Faster preparation alone does not establish a shorter completion time.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve work we already do
- Work or idea: Prepare the information for one internal request
- Who receives the result: The colleague who needs a decision

All the themes you selected

- Goals: Get work finished sooner; Improve someone's experience
- Kinds of work: Handling requests; Preparing or reviewing documents
- Difficulties: Waiting for something or someone; Passing work between people
- Possible assistance: Organize or summarize information; Make a first draft

Questions to learn from

- Follow the work from request to completion and observe waiting and work passed between people, as well as the task itself.
- Ask the person receiving the work whether the result is useful, clear and timely.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Organize or summarize information: Try turning one example into a clearer outline, summary or list of next actions. Keep the person who normally checks the work involved and include their checking and correction time.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Keep the person who normally checks the work involved and include their checking and correction time.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.
- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.
- Notice who or what the work waits for; faster preparation may leave that wait unchanged.
- Ask the next person what they need and notice any extra coordination each option creates.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Keep the person who normally checks the work involved and include their checking and correction time.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.
- Whether each option meets the agreed quality checks and helps its recipient.
- Waiting, work passed between people and any extra work for someone else.
- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Yes
- Clear final checks: Yes
- Time to practice and get help: Yes

Support to arrange or confirm

- Confirm the agreed tool, information, human checking and learning support for each test.

Optional time scenario

- Your current time range is available. Choose a what-if reduction in doing time to explore a change; this will be an assumption, not an AI performance estimate.
- Whole-team count for one existing-work example: 21 to 100 completed results/week
- Time doing that work: 6 to 15 active minutes/result
- Existing checking and fixing for that result: 1 to 5 minutes/result
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- Time spent working today: 2.45 to 33.33 hours/week
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.

Example 7: Compare dependable answers and their checks

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

An illustrative answer may be quicker to draft but needs agreed criteria and a reviewer. This example explores usefulness and quality without assuming a time reduction.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve work we already do
- Work or idea: Prepare one reply to a common service question
- Who receives the result: A customer asking about the service

All the themes you selected

- Goals: Make results more dependable; Improve someone's experience
- Kinds of work: Answering questions; Preparing or reviewing documents
- Difficulties: Checking or fixing the result; Finding the right information
- Possible assistance: Suggest things to check; Find information or an answer

Questions to learn from

- Agree what a good result looks like, then compare errors, corrections and the time needed to check it.
- Ask the person receiving the work whether the result is useful, clear and timely.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Suggest things to check: Try using AI to suggest issues or missing information, then have a person verify its suggestions. Keep the person who normally checks the work involved and include their checking and correction time.
- Find information or an answer: Try finding an answer in a small set of approved, current information and check the original sources. Keep the person who normally checks the work involved and include their checking and correction time.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.
- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.
- Include the reviewer and compare whether checking or fixing takes more or less time with each option.
- Notice whether finding current information is difficult and compare assistance that finds or organizes that information.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Keep the person who normally checks the work involved and include their checking and correction time.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.
- Whether each option meets the agreed quality checks and helps its recipient.
- Waiting, work passed between people and any extra work for someone else.
- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Not yet
- Clear final checks: Yes
- Time to practice and get help: Yes

Support to arrange or confirm

- Gather a current example and the original information needed to check it.

Optional time scenario

- Your current time range is available. Choose a what-if reduction in doing time to explore a change; this will be an assumption, not an AI performance estimate.
- Whole-team count for one existing-work example: 6 to 20 completed results/week
- Time doing that work: 6 to 15 active minutes/result
- Existing checking and fixing for that result: 6 to 15 minutes/result
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- Time spent working today: 1.2 to 10 hours/week
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.

Example 8: Start with information people can trust

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

Illustrative procedures are difficult to find or keep current. The example leaves task time unknown and focuses on sources and the ability to check an answer.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve work we already do
- Work or idea: Find the current procedure for one ordinary question
- Who receives the result: A colleague following the procedure

All the themes you selected

- Goals: Make results more dependable; Improve someone's experience
- Kinds of work: Finding useful information; Answering questions
- Difficulties: Finding the right information
- Possible assistance: Find information or an answer; Suggest things to check

Questions to learn from

- Agree what a good result looks like, then compare errors, corrections and the time needed to check it.
- Ask the person receiving the work whether the result is useful, clear and timely.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Find information or an answer: Try finding an answer in a small set of approved, current information and check the original sources. Keep the person who normally checks the work involved and include their checking and correction time.
- Suggest things to check: Try using AI to suggest issues or missing information, then have a person verify its suggestions. Keep the person who normally checks the work involved and include their checking and correction time.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.
- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.
- Notice whether finding current information is difficult and compare assistance that finds or organizes that information.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Keep the person who normally checks the work involved and include their checking and correction time.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.

- Whether each option meets the agreed quality checks and helps its recipient.
- Waiting, work passed between people and any extra work for someone else.
- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Not yet
- Clear final checks: Not sure
- Time to practice and get help: Yes

Support to arrange or confirm

- Gather a current example and the original information needed to check it.
- Clarify what a good result looks like and who is responsible for the final check.

Optional time scenario

- The weekly time estimate needs how often the whole team does the task, time spent doing it, time spent checking and fixing it. Observe a few examples before putting a number on the change.
- Whole-team count for one existing-work example: Not sure
- Time doing that work: Not sure
- Existing checking and fixing for that result: Not sure
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.

Example 9: Make room for learning and ownership

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

An illustrative team wants to change its work but has not arranged learning or review. Tool permission is unknown, which is different from knowing support is absent.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve work we already do
- Work or idea: Prepare one repeatable team update
- Who receives the result: The next person responsible for the work

All the themes you selected

- Goals: Spend less time on routine work; Get work finished sooner; Make results more dependable
- Kinds of work: Handling requests; Preparing updates
- Difficulties: Passing work between people; Doing the work
- Possible assistance: Organize or summarize information; Make a first draft

Questions to learn from

- Compare the total time spent doing, checking and fixing the work while keeping the quality of the result in view.
- Follow the work from request to completion and observe waiting and work passed between people, as well as the task itself.
- Agree what a good result looks like, then compare errors, corrections and the time needed to check it.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Organize or summarize information: Try turning one example into a clearer outline, summary or list of next actions. Name a person to check the result and decide whether it is suitable before anyone relies on it.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Name a person to check the result and decide whether it is suitable before anyone relies on it.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.
- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.
- Ask the next person what they need and notice any extra coordination each option creates.
- Compare assistance with small parts of the work, keeping an unassisted example alongside each option.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Name a person to check the result and decide whether it is suitable before anyone relies on it.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.
- Whether each option meets the agreed quality checks and helps its recipient.
- Waiting, work passed between people and any extra work for someone else.
- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

What you told us about support

- A tool you may use: Not sure
- Current information and examples: Yes
- Clear final checks: Not yet
- Time to practice and get help: Not yet

Support to arrange or confirm

- Confirm which tool you may use and what material is approved for it.
- Arrange a final check: write down what a good result looks like and who will check it.
- Arrange a short practice session and name someone people can ask for help.

Optional time scenario

- The weekly time estimate needs how often the whole team does the task, time spent doing it, time spent checking and fixing it. Observe a few examples before putting a number on the change.
- Whole-team count for one existing-work example: Not sure
- Time doing that work: Not sure
- Existing checking and fixing for that result: Not sure
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.

Example 10: Test a new service with intended users

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

An illustrative service would help customers compare their options. There is no existing-task baseline, so the report explores a sample and user feedback rather than inventing savings.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Explore a new idea or service
- Work or idea: A guide to help customers compare service choices
- Who receives the result: Small-business customers comparing service options
- What they use or do today: They read several pages and ask a provider to explain the differences.

All the themes you selected

- Goals: Improve someone's experience; Explore a new idea or service
- Kinds of work: Exploring a new service or experience
- Difficulties: Doing the work; Finding the right information
- Possible assistance: Explore possible approaches; Make a first draft

Questions to learn from

- Ask the person receiving the work whether the result is useful, clear and timely.
- Ask an intended user whether a small example addresses a need worth exploring further.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Explore possible approaches: Try generating a few possible approaches and choose one to discuss with the person who would use it. Keep the person who normally checks the work involved and include their checking and correction time.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Keep the person who normally checks the work involved and include their checking and correction time.

A small test of the ideas

- Ask Small-business customers comparing service options about the need you want to address.
- Understand what they use or do today: They read several pages and ask a provider to explain the differences.
- Make a small example of each idea you want to compare without building the whole service.
- Let intended users try the examples, watch where they need help and ask what was useful about each.
- Compare what you learned and agree evidence for another test, a change of direction or stopping. No idea needs to win yet.

What to observe

- Whether intended users recognize the need and find each example useful.

- The information, checking and support each idea would need.
- What users do today and what each idea could change for them.
- The work needed for another test and who would own it.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Not sure
- Clear final checks: Yes
- Time to practice and get help: Not yet

Support to arrange or confirm

- Confirm whether a current example and the original information are available.
- Arrange a short practice session and name someone people can ask for help.

Optional time scenario

- This is a new idea. Test usefulness first; existing-task time estimates do not apply.

Limits and assumptions

- A promising idea still needs a test. Compare whether intended users find the examples useful before building a whole service.
- Use information you have permission to share and keep a person responsible for checking each result.
- Allow time for people to learn, get help and keep information current before offering a service to others.
- These examples do not establish demand, a financial return or a guarantee that the service will work.

Example 11: Improve current work and explore a new offer

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

This illustrative case explores answering current questions and a new guidance service together. Its numeric inputs apply only to one existing question-answering task, not to the proposed service.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve existing work and explore something new
- Work or idea: Answer one common service question and explore a guidance offer
- Who receives the result: Customers choosing between service options
- What they use or do today: They exchange emails to understand the available choices.

All the themes you selected

- Goals: Spend less time on routine work; Make results more dependable; Improve someone's experience; Explore a new idea or service
- Kinds of work: Answering questions; Exploring a new service or experience
- Difficulties: Finding the right information; Checking or fixing the result
- Possible assistance: Find information or an answer; Make a first draft; Explore possible approaches

Questions to learn from

- Compare the total time spent doing, checking and fixing the work while keeping the quality of the result in view.
- Agree what a good result looks like, then compare errors, corrections and the time needed to check it.
- Ask the person receiving the work whether the result is useful, clear and timely.
- Ask an intended user whether a small example addresses a need worth exploring further.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Find information or an answer: Try finding an answer in a small set of approved, current information and check the original sources. Keep the person who normally checks the work involved and include their checking and correction time.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Keep the person who normally checks the work involved and include their checking and correction time.
- Explore possible approaches: Try generating a few possible approaches and choose one to discuss with the person who would use it. Keep the person who normally checks the work involved and include their checking and correction time.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.

- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.
- Notice whether finding current information is difficult and compare assistance that finds or organizes that information.
- Include the reviewer and compare whether checking or fixing takes more or less time with each option.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Keep the person who normally checks the work involved and include their checking and correction time.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.
- Whether each option meets the agreed quality checks and helps its recipient.
- Waiting, work passed between people and any extra work for someone else.
- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

A separate small test of the new ideas

- Ask Customers choosing between service options about the need you want to address.
- Understand what they use or do today: They exchange emails to understand the available choices.
- Make a small example of each idea you want to compare without building the whole service.
- Let intended users try the examples, watch where they need help and ask what was useful about each.
- Compare what you learned and agree evidence for another test, a change of direction or stopping. No idea needs to win yet.

What to observe for the new ideas

- Whether intended users recognize the need and find each example useful.
- The information, checking and support each idea would need.
- What users do today and what each idea could change for them.
- The work needed for another test and who would own it.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Yes
- Clear final checks: Yes
- Time to practice and get help: Not sure

Support to arrange or confirm

- Confirm whether there is time to practice and someone to ask for help.

Optional time scenario

- This is a what-if range for time spent working each week under your assumptions. It does not predict what AI will actually do, how much work will get finished or how much money will be saved.
- Whole-team count for one existing-work example: 20 completed results/week
- Time doing that work: 15 active minutes/result

- Existing checking and fixing for that result: 5 minutes/result
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- Time spent working today: 6.67 hours/week
- What-if reduction in doing time: 25% (an assumption)
- Additional checking allowance: 2 minutes/item
- Potential time released: 35 minutes/week under these assumptions.
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.
- A promising idea still needs a test. Compare whether intended users find the examples useful before building a whole service.
- Use information you have permission to share and keep a person responsible for checking each result.
- Allow time for people to learn, get help and keep information current before offering a service to others.
- These examples do not establish demand, a financial return or a guarantee that the service will work.

Example 12: Compare several uses before choosing a test

FICTIONAL WORK AND ILLUSTRATIVE INPUTS

An illustrative update can be approached through drafting, finding, organizing, checking or ideas. The example keeps all five choices visible without ranking one as the correct path.

Prepared with Patrick Phillips AI Work Explorer

Your context

- Scope: Improve work we already do
- Work or idea: Turn approved notes into one useful update
- Who receives the result: Colleagues who need to understand a change

All the themes you selected

- Goals: Make results more dependable; Improve someone's experience
- Kinds of work: Preparing updates; Finding useful information
- Difficulties: Finding the right information; Doing the work; Checking or fixing the result
- Possible assistance: Make a first draft; Find information or an answer; Organize or summarize information; Suggest things to check; Explore possible approaches

Questions to learn from

- Agree what a good result looks like, then compare errors, corrections and the time needed to check it.
- Ask the person receiving the work whether the result is useful, clear and timely.

Assistance options to compare

- These alternatives are not ranked. Compare them with the current approach using the same examples and quality checks.
- Make a first draft: Ask an approved AI tool for a first draft using one ordinary example and clear instructions. Check the result yourself against the original information and the agreed quality checks.
- Find information or an answer: Try finding an answer in a small set of approved, current information and check the original sources. Check the result yourself against the original information and the agreed quality checks.
- Organize or summarize information: Try turning one example into a clearer outline, summary or list of next actions. Check the result yourself against the original information and the agreed quality checks.
- Suggest things to check: Try using AI to suggest issues or missing information, then have a person verify its suggestions. Check the result yourself against the original information and the agreed quality checks.
- Explore possible approaches: Try generating a few possible approaches and choose one to discuss with the person who would use it. Check the result yourself against the original information and the agreed quality checks.

A small test of existing work

- Choose one ordinary example and write down what a useful, acceptable result should look like.
- Observe three examples of the current work. Note doing time, checking and fixing, and any waiting.

- Notice whether finding current information is difficult and compare assistance that finds or organizes that information.
- Compare assistance with small parts of the work, keeping an unassisted example alongside each option.
- Include the reviewer and compare whether checking or fixing takes more or less time with each option.
- Compare one assistance option at a time with the current approach, using the same examples and quality checks.
- Check the result yourself against the original information and the agreed quality checks.
- Compare the evidence for each option, ask the next person what changed and decide what to test again, adjust or stop.

What to observe

- Time spent doing, checking and fixing each completed example.
- Whether each option meets the agreed quality checks and helps its recipient.
- Waiting, work passed between people and any extra work for someone else.
- Time needed to learn, get help and keep information or instructions current.
- What useful work any released time would support.

What you told us about support

- A tool you may use: Yes
- Current information and examples: Yes
- Clear final checks: Yes
- Time to practice and get help: Yes

Support to arrange or confirm

- Confirm the agreed tool, information, human checking and learning support for each test.

Optional time scenario

- The weekly time estimate needs how often the whole team does the task, time spent doing it, time spent checking and fixing it. Observe a few examples before putting a number on the change.
- Whole-team count for one existing-work example: Not sure
- Time doing that work: Not sure
- Existing checking and fixing for that result: Not sure
- The count describes one existing-work example across the whole team, not a count for each person or a total for all the selected kinds of work.
- The estimate keeps task frequency and existing checking unchanged. Learning, setup, support, waiting and work passed between people are not included. Released time is not automatically cash saved.

Limits and assumptions

- Faster work on one task does not tell you how much sooner the finished result will reach someone. Include waiting, work passed between people and corrections in the test.
- Time released is not automatically cash saved or a financial return. Decide what useful work that time would support.
- Learning, setup and continuing support take effort too. The optional weekly time estimate does not include those costs.
- The assistance scenario is an assumption. It does not predict AI performance, how much work will get finished or a financial result.
- Use approved information and keep a person responsible for checking each result.