Find the work an agent *should be doing*

Fill it in together at your next team meeting. Then pick one team and one task to start with.

1 · THE CORE IDEA Give people back their time

WORK THAT EATS THE DAY · HAND IT TO AN AGENT

- [ ] Looking things up
- [ ] Moving data between systems
- [ ] Chasing status
- [ ] Formatting
- [ ] First drafts

PEOPLE KEEP

The decisions and the relationships

The agent does the first pass. A person decides, and a person stays in the relationship.

One number to know

How much of your best people's week goes to work a good assistant could do?
Your guess: _____ hours a week. Counted for one week: _____ hours.

2 · THE AUDIT Eight questions to find the work

01 **Where does information live that people can't get to without asking someone first?**

02 **What is one task your team still does by hand that should be easier by now?**

03 **If a customer opened your best AI tool today, would they know what to type?**

04 **Who can see the information, and who can't?**

05 **What happens every single week, no matter what?**

06 **What does great work look like, and is it written down anywhere?**

07 **Who reviews the output before it ships?**

08 **What happens next once the work exists?**

3 · WHAT COMES OUT Two lists and a clear line

01 · GATEKEPT KNOWLEDGE

Knowledge the agent can open up to everyone.

02 · REPEATABLE WORK

Weekly work the agent can take over or draft.

03 · A CLEAR LINE

What the agent does, and where a person checks and decides.

4 · WHAT TO DO NEXT Start with one

01

One team, one task

Run the agent beside the person who does it today. Compare before you expand.

02

Use what you already pay for

Check what Microsoft 365 or Google Workspace includes before you buy.

03

Keep approvals on

Nothing sends, publishes or spends until a person says yes.

04

Count hours returned

Hours back each month, times what you pay for them, next to payroll.

Want help finding your first one?

Book a strategy call at chiefof.life/book-a-call. Thirty minutes, no deck, no obligation.

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