

AI Productivity Checklist

Identify everyday tasks where AI can help you save time, improve efficiency and focus your attention on higher-value work.

HOW TO USE IT

Review your regular work and tick the areas where AI could genuinely help. Start with repetitive, time-consuming or first-draft tasks. Keep human judgement, verification and accountability with you.

1. WRITING & COMMUNICATION

- ☐ Draft first versions of routine emails, replies, memos or announcements.
- ☐ Rewrite long or unclear text into concise, reader-friendly communication.
- ☐ Adjust tone for different audiences without changing the intended meaning.
- ☐ Summarise lengthy notes or discussions into key points and actions.

2. MEETINGS & FOLLOW-UP

- ☐ Turn an agenda or background material into a meeting preparation brief.
- ☐ Generate useful questions to ask before an important discussion.
- ☐ Organise meeting notes into decisions, actions, owners and deadlines.
- ☐ Draft a clear follow-up message after the meeting.

3. RESEARCH & INFORMATION

- ☐ Explain an unfamiliar topic in plain language before deeper research.
- ☐ Create a structured list of questions to guide research.
- ☐ Compare information or options using consistent criteria.
- ☐ Identify gaps, assumptions or areas that still require verification.

4. PLANNING & ORGANISATION

- ☐ Turn a broad objective into practical steps and priorities.
- ☐ Break a complex project into smaller, manageable tasks.
- ☐ Create a first-pass timeline, checklist or workflow.
- ☐ Reorganise an overloaded task list by urgency, impact and dependencies.

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Use AI where it reduces friction - not where it replaces responsibility.

5. THINKING & PROBLEM-SOLVING

- ☐ Generate alternative approaches when I am stuck on a problem.
- ☐ Challenge my assumptions before I make an important decision.
- ☐ List possible risks, trade-offs or unintended consequences.
- ☐ Organise a messy problem into facts, assumptions, questions and options.

6. REPETITIVE KNOWLEDGE WORK

- ☐ Create reusable templates for tasks I perform repeatedly.
- ☐ Convert information from one format into another, such as notes into a table or checklist.
- ☐ Generate first drafts of standard descriptions, summaries or internal guidance.
- ☐ Create variations of recurring content while keeping the core message consistent.

7. QUALITY CONTROL

- ☐ Check a draft for clarity, repetition, missing context or ambiguous wording.
- ☐ Ask AI to review my work from the intended reader's perspective.
- ☐ Check whether dates, responsibilities, decisions and next steps are clearly stated.
- ☐ Use AI as a second pair of eyes - then verify the final output myself.

8. HUMAN JUDGEMENT CHECK

- ☐ Have I verified important facts, figures, names, dates and sources?
- ☐ Have I removed confidential, personal or sensitive information that should not be shared?
- ☐ Does the final output reflect my own judgement rather than simply accepting the AI response?
- ☐ Would I be comfortable taking responsibility for this work if someone asked how the conclusion was reached?

AINIE WAHID QUICK TEST

Before using AI, ask: **Is this task repetitive, time-consuming or easier with a strong first draft?**

Before using the result, ask: **Have I checked it, improved it and made the final judgement myself?**