



# Tracking your GenAI experience

## Winning with AI? Yes, please!

This worksheet is designed to help you spot tasks in your business where AI can make a real difference, measure the impact without overwhelm, and confidently plan your next steps, all in a simple, friendly, and practical way.

✔ So before you begin - quick wins you might already have:

**I've experimented with AI for writing tasks.**

**I've utilized AI to brainstorm ideas or plan content.**

**I've experienced time savings using an AI tool.**

**I'm curious and open to further experimentation with AI.**

If you checked even one box, congratulations, you're already on your AI journey.

## Step 1: Identify a task to enhance with AI

Choose a routine task in your business that feels time-consuming, repetitive, or creatively draining.

**Task name:** *e.g., Writing follow-up emails*

**Frequency:** *e.g., 5 times per week*

**Current time spent (estimate):** *e.g., 30 minutes each*

**Could AI assist?**      Yes      No



## Step 2: Implementing AI assistance

Next, apply an AI tool to the selected task and document the experience.

**AI tool used:** *e.g., ChatGPT, Claude, Perplexity*

**Time spent using AI:** *e.g., 10 minutes*

**How did it feel?** *e.g., Faster, easier, clearer, slightly confusing*

## Step 3: Evaluating the impact

It's time to reflect on the changes that you have found after integrating AI into the task.

**Did you experience:**

**Time savings?**

**Improved work quality?**

**Increased focus or reduced stress?**

*Observations: e.g., Noticed quicker email responses and increased client engagement.*



## Step 4: Planning your next AI experiment

It's time to identify another task to enhance with AI and outline your approach.

**Next task to try with AI:**

**AI tool to explore:**

**Expected benefits:**

### Popular AI tools by task

Here are some AI tools that can assist with lots of business tasks:

*Writing assistance: ChatGPT, Claude, Jasper*

*Email management: Gmail Smart Reply, Fixyer*

*Meeting notes & summaries: Fireflies.ai, Otter.ai*

*Scheduling & calendar management: Motion*

### Final Reflection

*The next time I feel overwhelmed, I'll remember that AI will help save me time and hassle.*

This worksheet is designed to be a practical tool for your AI integration journey. Feel free to adapt it to your specific needs and revisit it as you explore new AI applications in your business.

If you need help or guidance along the way, reach out anytime: [melissa@aigilityhub.com](mailto:melissa@aigilityhub.com)

