

AI Action Plan

One page. Written in the session, in your words — specific enough to hand to your manager.

NAME	ROLE	DATE

1 • WHERE MY TIME ACTUALLY GOES

The task that eats your week. Be specific — name the task, not the category, and put a number of hours on it.

2 • MY THREE MOVES

One thing you will do in each window. If you can't name who or what by Friday, it isn't a move yet.

THIS WEEK

One task, done differently

THIS MONTH

A habit, not a one-off

THIS QUARTER

Something other people see

3 • MY PROMPT LIBRARY

The prompts we built on your own work. Save these where you'll actually find them again.

PROMPT	WHAT I USE IT FOR
1	
2	
3	
4	
5	

4 • MY VERIFICATION HABIT

The one check you run before anything with your name on it goes out.

5 • WHAT I'LL SAY TO MY MANAGER

Two or three sentences. What you changed, what it saved, and what you'd like to do next.

AI Action Plan

WORKED EXAMPLE

What a finished plan looks like. This one belongs to an HR manager at a 90-person firm — fictional, but the level of detail is the point. Vague plans don't survive contact with a Monday.

NAME	ROLE	DATE
Rachel Okonjo	HR Manager, Northgate Partners	14 September 2026

1 • WHERE MY TIME ACTUALLY GOES

Writing up meetings. Every hiring panel, every ER conversation, every policy working group — I take notes, then lose an afternoon turning them into something defensible. Roughly 6 hours a week, and it's the last thing I do, badly, at 5pm.

2 • MY THREE MOVES

THIS WEEK

One task, done differently

Thursday's hiring panel — run my notes through the decisions-owners-dates prompt, then check.

THIS MONTH

A habit, not a one-off

Every panel and working group ends with a drafted summary I've verified, out the same day.

THIS QUARTER

Something other people see

Turn my five prompts into a shared HR playbook and walk the other two coordinators through it.

3 • MY PROMPT LIBRARY

PROMPT	WHAT I USE IT FOR
1 "From these notes, list every decision, owner, and date as a table. Mark anything ambiguous."	After every panel
2 "Quote the exact sentence you based that on. If it isn't in the notes, say so."	Before I send anything
3 "Rewrite this for the person it's about, not about them. Keep every fact."	ER write-ups
4 "Turn these steps into a numbered procedure a new coordinator could follow unaided."	Process docs
5 "Read this policy draft as an employee who'll be annoyed by it. Where is it unclear?"	Policy drafting

4 • MY VERIFICATION HABIT

Every name, date, and quoted line gets checked against the source before it leaves my drafts folder. No exceptions for ER work.

5 • WHAT I'LL SAY TO MY MANAGER

I've cut meeting write-up time from about six hours a week to under two, and summaries now go out the same day instead of three days later. I'd like to standardize this across the HR team next quarter — I've written the prompt set and I can train it. If it works there, the same approach would cover the partner meeting minutes nobody currently owns.