**Activity: Identifying AI Opportunities: A Week in My Work Life" Personal Workflow Mapping**

**Goal:** Create detailed personal workflow maps for AI opportunity identification

**Format:** Individual structured reflection with guided template

**Digital Workflow Mapping Template:**

DAILY TASKS ANALYSIS

Monday through Friday - List all major tasks

For each task, include:

- Task name and description

- Time spent (estimate hours/week)

- Complexity rating (High/Medium/Low)

- Information sources needed

- Decision points involved

- Pain points or inefficiencies

- Stakeholders involved

- Frequency (daily/weekly/monthly)

SAMPLE ENTRIES:

Task: "Review vendor proposals"

Time: 8 hours/week

Complexity: High

Info sources: Proposals, past performance data, market research

Decisions: Compliance check, scoring, recommendations

Pain points: Inconsistent formats, missing information

Stakeholders: Evaluation team, contracting officer

Frequency: Weekly during acquisition season

**Detailed Directions:**

**Individual Mapping**

1. **Week Overview**
   * "Think about last week - what did you actually spend time on?"
   * Start with big blocks of time, then fill in details
   * Don't overthink - capture realistic workweek
2. **Detailed Analysis**
   * Use template to analyze 5-7 major tasks
   * Focus on time-consuming or frustrating activities
   * Note where you gather information or make decisions
3. **Pain Point Identification**
   * Circle or highlight biggest inefficiencies
   * Mark tasks that feel repetitive or routine
   * Note where you wait for information from others