

5 Prompts to Start Your AI Integration readyplanner.com

Reflection questions to clarify your starting point

Before diving into AI tools, take 15 minutes to answer these questions. Your answers will reveal where to focus first.

1

What's taking too much of your time?

List 3 recurring tasks that eat up hours but don't require your unique expertise. These are prime AI candidates.

2

Where are you already using AI (even accidentally)?

Email suggestions, search autocomplete, spam filters — you're already working with AI. What's working? What's not?

3

What would you do with 5 extra hours per week?

Be specific. This is your motivation. AI adoption without a clear 'why' leads to shiny object syndrome.

4

What's one communication task you'd love to improve?

First drafts? Meeting summaries? Content repurposing? Employee newsletters? Pick ONE to focus on first.

5

Who needs to see results for AI adoption to expand?

Your boss? Your team? Yourself? Knowing your audience shapes what wins you need to document.
