

# 5 Prompts to Start Your AI Integration

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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 annoying?

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.