Generative AI
LLMs for Automation

LEARNING OBJECTIVES

By the end of the lesson, you will be able to...

- ☐ Identify the key steps involved in designing an automation.
- ☐ Explain the different types of automation LLMs can assist with.
- ☐ Apply the principles of automation design to a real-world business process.

LEARN
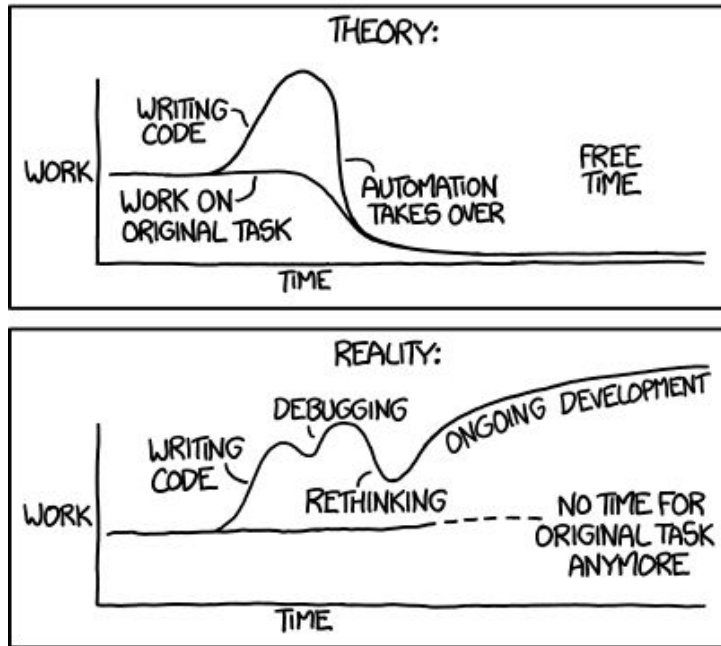
Using LLMs for Automation

> **Frontline clinicians spend an hour doing an assessment with somebody and then they spend anything from one to two hours entering data about the consultation, and it's unacceptable.**

- Dr Geraldine Strathdee, National Clinical Director for Mental Health

Source: xkcd: Automation

Step by Step: Designing Automation

☐ **Step 1:** Identify Repetitive and Time-Consuming Tasks

☐ **Step 2:** Determine the Value and Feasibility of Automating Tasks

☐ **Step 3:** Prioritize Task for Automation

☐ **Step 4:** Choose the Right Automation Tool

☐ **Step 5:** Reassign the task, if necessary

☐ **Step 6:** Develop an Implementation Plan

...then loop back to **step four** as necessary.

Source: Dall-E 3

GROUP EXERCISE: Identify Tasks to Automate

BREAKOUT ROOM

☐ **Discuss daily, weekly, monthly tasks**. Which are valuable? Which are not?

☐ **Time Tracking**: do you have a time-tracking tool? Time-sheets? Screen-time? A calendar tool? How can you work out how much time is being devoted to specific tasks?

☐ **Share**: which tasks does everyone consider tedious, repetitive, or overly time-consuming?

☐ **Choose**: one common task to automate.

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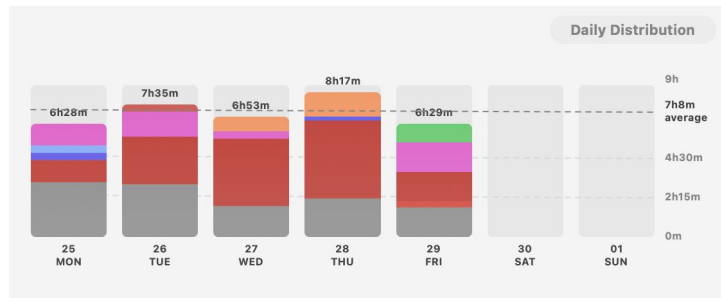
Example Tasks

Data Entry

Scheduling

Team onboarding

Generating Reports

Order Processing

Responding to basic customer inquiries.

Resume Screening

Time-Tracking

How Can We Use LLMs for Automation?

💬 **Create Reusable LLM Prompts**

To tackle repetitive tasks in the chat interface.

🦾 **Build LLM into Automation Tools**

Using No-code Tools.

👨🏽‍💻 **Use LLMs to Generate Code**

To tackle repetitive tasks on device or in the Cloud.

🗄 **Create LLM-powered Business Apps**

Created by internal developers.

Let's Focus on the First 3:

💬 **Create Reusable LLM Prompts**

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PRACTICE

Create a Reusable Prompt

Create a Reusable Prompt

Either choose the task you decided to automate from the breakout room, or the the task to the right.

Instructions:

1 Experiment to create a starting prompt that works really well for the task you want to automate.

2 Create the opening prompt as a sharable link that you can keep in a spreadsheet or document. Ensure that teammates can also use it.

3 Share the link to your task to the group chat for others to save (and reuse) in their spreadsheet

Task Example:

Every month the client sends our team a list of meetings they need to attend as a screenshot in Slack.

Despite multiple requests, they continue to send it as a screenshot. For now, we want to automate the process of putting those meetings in our diaries.

PRACTICE

Get ChatGPT to Generate Code

Generate Code for Automation

You very likely to use one of PowerPoint, Apple Keynote, or Google Slides, each of which has its own **scripting tool** - Microsoft VBA, AppleScript, Google Apps Script.

Instructions:

1 Choose a task: remove all speaker notes, delete every third slide, or something else.

2 Refine until the code is ready. Copy-paste it into the relevant tool, and run the script.

3 Iterate until you are happy with your code, then feel free to share the code into the chat for others to use.

Other Examples:

- Change the font on all slides

- Consolidate Multiple Presentations into One

- Save outline to Word/Pages/Docs

- Batch Image Insertion

- Update Slide Footer with current year

- Create Agenda or Table of Contents

REFLECT

LLMs for Automation

Reflection: LLMs for Automation

Taking what you learned and what you practiced, answer the following reflection questions.

1 What other reusable prompts could you create for repetitive tasks?

2 Are you keen on using scripts for other tools? Documents? Spreadsheets? Calendar? Mail?

3 Next week, how can you better track how much time you're spending on certain tasks?

4 How will you ensure that you don't spend longer designing automations than time saved?

Tips for Reflection:

Think carefully through the questions, provide specific details and examples, and try to break down your thinking.