

Your first experiment

One problem, one owner, one boundary, one small test. Four quiet minutes. Rough is fine.

NAME (OPTIONAL)

WORK YOU'RE THINKING ABOUT

Problem

Where does the work
get stuck, slow, or
depend on someone
remembering?

Owner

Who does this work
today, and would
check the result?

Experiment

The smallest real test.
Which examples,
which tool you
already have?

Boundary

What information can
it use? What is it not
allowed to do?

Evidence

How will you know?
Time vs. today, errors,
omissions,
corrections.

Try it **Wednesday, Oct 7.**

Review Friday, Oct 9.

No company access? Use your own non-sensitive notes. Don't put anything on this page you wouldn't want read aloud.

What a good one looks like

Problem	Assembling the update from several sources takes time. Measure today’s time first.
Owner	Whoever prepares and checks it now.
Experiment	Five sanitized past input sets, including one with missing information and one with conflicting information.
Boundary	Approved tools and data. Drafts only. No sending, no invented dates or commitments. A person checks each one.
Evidence	Time against the current method, plus errors, omissions, and corrections. Then revise, stop, or test further.

The five examples are a learning exercise, not a validated sample size.

What would you tell a new colleague first?

Using these approved notes, draft a short client update. Separate completed work, blockers, and decisions needed. Use the latest dated source. Flag conflicts instead of guessing. Don’t invent commitments or send anything.

goal · facts · what good looks like · limits. The right information, not all the information.

Three questions for any AI setup

- 1 Where does the information go?
- 2 Who can access it?
- 3 What can the system do?

Who needs to be in the room

- Someone who cares if it works
- Someone who does the work today
- Someone who builds it
- Someone who signs off

When it breaks on a Wednesday morning

Who notices? Who can turn it off? Who fixes it?