# The AI leverage audit

Workflow audit template from Artificial Leverage by Matthew Jefferies

## Step 1: Map your workflow

List every recurring task you perform in a typical week. Be specific: not 'writing' but 'drafting weekly status reports.' Not 'research' but 'reviewing competitor announcements.' The more granular, the more useful the audit.

| Task | Hours/week | Frequency | Quality impact |
|------|-----------|-----------|----------------|
|      |           |           |                |
|      |           |           |                |
|      |           |           |                |
|      |           |           |                |
|      |           |           |                |
|      |           |           |                |

## Step 2: Classify each task

**Automate:** AI can do this end-to-end with minimal human input. Quick review only.

**Augment:** AI dramatically accelerates the task, but you stay actively involved. Direction, review, judgment.

**Keep human:** Requires human judgment, relationships, creativity, or accountability AI cannot provide.

| Task | Automate | Augment | Keep human |
|------|----------|---------|------------|
|      |          |         |            |
|      |          |         |            |
|      |          |         |            |
|      |          |         |            |
|      |          |         |            |
|      |          |         |            |

## Step 3: Prioritise by impact

Rank augmentable tasks by three factors:

**Time consumed:** Tasks consuming more hours per week yield greater absolute savings.

**Quality sensitivity:** Tasks where better output drives better outcomes multiply value.

**Frequency:** Daily tasks compound improvements faster. A 15-minute daily task improved by 50% saves 37 hours per year.

## Step 4: Design the augmented workflow

For your top 3 to 5 priority tasks, specify:

**Input:** What you provide to the model

**Process:** What you ask it to do

**Specification:** The output format and quality criteria

**Quality control:** Your review and refinement process

---

### Workflow scorecard

| Metric | Before AI | After AI | Net change |
|---|---|---|---|
| Cycle time (hrs/week) | | | |
| Verification time added | | | |
| Net time savings | | | |
| Output quality (1-10) | | | |
| Error rate | | | |
| Revisions needed | | | |

Revisit this audit quarterly. Your work changes, AI capabilities evolve, and you develop better techniques.

**Get the full guide: amazon.com/dp/176460900X | Free on Kindle Unlimited**