STEP 2 · PICK A BORING TASK

My boring tasks

Write the jobs you do again and again every week. Guess the hours.

#	JOB I DO AGAIN AND AGAIN	HOURS A WEEK	CAN AI HELP?
1			Yes · Maybe · No
2			Yes · Maybe · No
3			Yes · Maybe · No
4			Yes · Maybe · No
5			Yes · Maybe · No

Add up your hours: _____ **Circle one. AI does this one first:** _____

These hours are yours to get back.

Step 3 · Set the rules

GREEN: OK to share

- Your own notes
- Simple questions, like "How do I...?"
- Things already on our website

YELLOW: clean it first

- Emails: take out names, emails and phone numbers
- Reports: take out the numbers
- Not sure? Ask your boss

RED: never share

- Passwords
- Bank details
- Salaries and IDs
- Customer lists and prices
- Drawings and designs
- Contracts

Not sure? Don't paste it. *Kung nagduha-duha ka, ayaw i-paste.*

Step 5 · Check its work. AI can be wrong. Always check **names, numbers and dates** before you send.

STEP 4 · WRITE ITS JOB DESCRIPTION

Tell AI about your job

Fill in the 4 boxes. Then type them into AI.

Isulat una diri. Dayon i-type sa imong AI.

Name _____

Team _____

1 Who I am

My job, and what I do most.

2 How I want it

Short or long? Friendly or formal? English or Bisaya?

3 An example

Copy one email or report I wrote before. Take out the names.

4 The rules

What AI must never do. When to ask me first.

EXAMPLE: SOMEONE IN SALES

1. I work in sales at a company that makes sailing gear. I answer customer emails all day. **2.** Short and friendly. Simple English. Sign off "The Team". **3.** "Hi Sarah, thanks for your order! It ships this week. We'll send you the tracking number soon." **4.** Never promise prices or dates. Say "let me check with the team." If you're not sure, ask me.

Start with: **"From now on, you are my work assistant."** End with: **"Say Ready if you understand."**