# Find the performance moment *worth improving*

Bring one recurring employee workflow. Use this field guide to turn it into a bounded test your team can discuss and run.

**YOUR WORKFLOW**

Name the recurring work, decision or employee moment you want to improve.

_____

_____

**WHO**

## does the work?

_____

_____

**DOES WHAT**

## should improve?

_____

_____

**WHEN**

## does it matter?

_____

_____

**SO THAT**

## what result follows?

_____

_____

**BUILD IT LIVE**

**Employees need to _____ when _____ so that _____.**

BUILD YOUR TEST

# Place AI in your workflow *and design the evidence*

## 1 GIVE AI ONE CLEAR JOB

| 01 | 02 | 03 | 04 |
|---|---|---|---|
| **PREPARE** | **PRODUCE** | **CHECK** | **PRACTICE** |
| Organize or summarize. ☐ | Draft or analyze. ☐ | Review against standards. ☐ | Rehearse and receive feedback. ☐ |

## 2 MAKE EMPLOYEE JUDGMENT VISIBLE

**AI will help employees _____.**

**Employees will evaluate _____ and remain responsible for _____.**

## 3 BUILD THE EVIDENCE POINTS

| 01 | 02 | 03 |
|---|---|---|
| **PRIMARY MEASURE** | **GUARDRAIL** | **REFERENCE POINT** |
| **What should improve?** | **What must stay within bounds?** | **What helps interpret the result?** |
| | _____ _____ _____ _____ | |

**DECISION RULE**

**We will consider moving forward when _____, while _____ remains within acceptable bounds.**

# Run the test: m*ake the decision*

| | | |
|---|---|---|
| 01 | STARTING POINT | How does the workflow perform today? |
| 02 | AI-SUPPORTED CHANGE | What changes in the work? |
| 03 | EVIDENCE | What happens to the measure and guardrail? |
| 04 | JUDGMENT | Where do employees verify, modify or reject? |
| 05 | REVIEW | What does the evidence support? |

## WHAT DOES THE EVIDENCE SUPPORT?

| ☐ EXPAND | ☐ REFINE | ☐ FOCUS | ☐ PAUSE |
|---|---|---|---|
| Broader application | Adjust the workflow | Apply where strongest | Close a material gap |

**DECISION RATIONALE**

**YOUR 30-SECOND TEAM SHARE**

**We are testing AI in**

**We expect it to improve**

**Employees remain responsible for**

**We will judge the test using**