

Reduce workload with AI checklist

Use this checklist to keep AI focused on genuine workload reduction.

Checklist

- Choose repeated tasks, not novelty tasks.
- Estimate current time spent before testing.
- Include checking and editing in the time saved calculation.
- Keep professional judgement with staff.
- Stop workflows that need too much correction.
- Share only examples that have been reviewed.

Workload questions

- 1 Does this remove setup time?
- 2 Does the review take less time than starting from scratch?
- 3 Is quality maintained or improved?
- 4 Can the workflow be repeated next week?
- 5 What will the saved time be used for?

Use this PDF alongside the full RockettAI guide at rockettai.com/resources.