

A 15-MINUTE WORKSHEET

The First Hand-Off

Find the one job in your week to hand to AI first. Then hand it off today, with the exact starter prompt included on page 6.

READ THIS FIRST

Why one job beats an AI strategy

Most owners stall on AI for one reason. They try to answer a huge question, something like "what should our AI strategy be," and the size of it freezes them. So they read another article, watch another video, and hand off nothing.

This worksheet asks a much smaller question: **what is the one job in your week you should hand to AI first?** Small enough to answer in 15 minutes. Real enough that by tonight, one piece of your week is off your plate.

Here's the part that matters for how you look, and this is worth being honest about. Almost every owner you know is still talking about AI. The ones pulling ahead have handed off a real job and can describe exactly what it does for them. Finish this worksheet and you're in the second group. When AI comes up at your next dinner with other owners, you'll have specifics while everyone else has opinions.

Where the answer lives

The right first job is hiding in your own calendar and your own sent folder: the same email written 14 times, the same three questions answered for every new customer. You'll find it by looking at what you actually repeat, so skip the blog posts and look at your own week.

How to use this

Print it. Grab a pen. Open last week's calendar and sent mail. Work the four steps in order: list, filter, score, hand off. First-instinct answers are fine. Fifteen minutes, then you act on the winner today.



STEP 1 OF 4 · 5 MINUTES

List your week

Open last week's calendar and your sent folder. Write down the tasks you did over and over. Go for boring and frequent, never dramatic. The once-a-year hard thing doesn't belong here; the thing you touched eleven times does.

Write plain descriptions of the actual work. "Answer pricing questions that come in by email" is a task. "Customer service" is a topic. Tasks only.

1

2

3

4

5

6

7

8

Stuck? Look for these

The same kind of email or quote written again and again. The same customer questions answered by phone or text. Follow-ups after a quote or a visit. The weekly report you assemble by hand. Meeting notes you turn into to-dos. Scheduling back-and-forth.



STEP 2 OF 4 · 4 MINUTES

Run the four filters

Copy your five most frequent tasks into the grid below, then check each box the task honestly earns. A good first hand-off passes all four.

1 · Repeated
You did it last week and you'll do it next week. Frequency is what makes the payoff compound.

2 · Rule-based
You could teach it to a new hire in five minutes. It follows a pattern, close to a recipe, with little judgment.

3 · Text in, text out
It starts as words (an email, a form, notes) and ends as words (a reply, a summary, a draft). That's where chat AI is strongest today.

4 · Low blast radius
If the first draft is wrong, you catch it before it costs anything. You review everything before it goes out.

TASK (FROM STEP 1)	REPEATED	RULE-BASED	TEXT IN/OUT	LOW BLAST RADIUS
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Why filter 4 is non-negotiable
In 2023 a New York lawyer filed a brief citing six court cases ChatGPT had invented, and was sanctioned for it (Mata v. Avianca). He put AI on a high-stakes job and skipped the review. You're doing the opposite: low stakes, and you review before anything leaves the building. Worst case, you throw away a bad draft. And some work stays human even later: final money decisions, legal commitments, hiring and firing, anything touching sensitive personal or health information. AI can draft those; a person signs.

STEP 3 OF 4 · 3 MINUTES

Score the survivors

Take every task that passed all four filters and rate it 1 to 3 on three things. Multiply the three numbers. The math makes visible what your gut half-knows, and the winner separates itself.

How often?
1 now and then · 2 weekly · 3 daily

How long?
1 a couple minutes · 2 a chunk of time · 3 a real time sink

How clear-cut?
1 lots of judgment · 2 somewhat predictable · 3 almost a recipe

TASK	OFTEN (1-3)	LONG (1-3)	CLEAR (1-3)	SCORE (x)

Don't agonize over a 2 versus a 3. First instinct is fine. If two tasks tie, pick the one with the smaller blast radius.

Your first hand-off

The highest score wins. Write it here, then write the one-sentence reason it won, something like "I do it daily, it eats time, and it follows a clear pattern."



STEP 4 OF 4 · 3 MINUTES TO FILL IN

The starter prompt

One thing before you copy this: the right context beats a clever prompt, every time. AI gives generic answers when it knows nothing about you. So most of these blanks exist to hand it the file, and the two real examples you paste in do more work than everything else combined.

You are helping me with one specific job at my business.

About the business: We are what your business does in your city or area. Our customers are who buys, in one line.

The job: your winner from Step 3, in plain words.

How I normally do it: the 3 to 5 steps you follow, in order.

Rules to follow: tone, what to always include, how to sign off. Never what it must never say or promise.

Here's a real example of the input I get: paste one real email, form, or message.

Here's what a good finished version looks like: paste one you wrote and were happy with.

Now do the job on this one: paste today's real input.

Give me a draft I can review. If you're missing information you need, ask me before answering.

One safety habit from day one: strip customer names, phone numbers, and anything sensitive before pasting into a public AI tool. The draft comes back just as good without them.

WORKED EXAMPLE

The template, filled in

Here's the starter prompt filled in for one of the most common winners: the quote follow-up email. This is an illustration of the format, so swap in your own business and your own winner.

You are helping me with one specific job at my business.

About the business: We are a residential landscaping company in Riverside. Our customers are homeowners who want their yard redone and usually collect two or three quotes.

The job: Draft the follow-up email I send three days after a quote goes out and we haven't heard back.

How I normally do it: I thank them for having us out, restate the one thing they said they cared about most, remind them what the quote covers, and ask if they have questions.

Rules to follow: Friendly and short, under 120 words. Always mention their specific project. Sign off as "Sam at Ridgeline Landscaping." Never offer a discount and never pressure a deadline.

Here's a real example of the input I get: [the quote email we sent, details of their project]

Here's what a good finished version looks like: [a follow-up I wrote last month that got a reply]

Now do the job on this one: [this week's quote that's gone quiet]

Give me a draft I can review. If you're missing information you need, ask me before answering.

What happens next

Paste it into the chat AI you already have: ChatGPT, Claude, Gemini, or Copilot. Read the draft like a boss reviewing a new hire's work. Fix what's off, then send it yourself. If the draft is weak, the fix is almost always more context: add a rule, or swap in a better example. "I didn't give it enough to work with" beats "AI doesn't work."



DO IT TODAY

Hand it off before the day ends

The worksheet only counts if the hand-off happens. Everything below fits inside 20 minutes, and the last item is the one that makes it stick.

- ☐ **Winner picked.** One task, written on page 5, with your one-sentence reason.
- ☐ **Open the AI tool you already have.** ChatGPT, Claude, Gemini, or Copilot. No new accounts needed today.
- ☐ **Fill the starter prompt.** The two real examples matter most. Strip customer personal details before you paste.
- ☐ **Run it on today's real input.** A live email, a real form, this week's actual follow-up.
- ☐ **Review, fix, send it yourself.** AI drafts, you approve. That's the standing rule for everything you hand off.
- ☐ **Tell one person on your team.** Psychologist Gail Matthews at Dominican University found that people who wrote their goals down and shared progress with someone hit them significantly more often. Said out loud, the hand-off sticks.
- ☐ **Keep score.** Jot the minutes saved each time you run it. That number is the argument for your second hand-off.



What success looks like this week: on your winning task, you review instead of write. Your judgment stays on the work; the typing left.

WHERE THIS GOES

The first hand-off is Layer 1. There are ten more.

What you just did, finding a job, filtering it, and handing it off with review, is the first layer of a full AI foundation. The layers above it cover the tools and data safety, a shared company brain so the AI sounds like you, reusable skills your whole team runs, automation, voice agents, and the one accountable human who keeps it all pointed the right way.

We built The AI-Powered Course to walk you through all eleven layers, 0 through 10, in install order. It takes an owner from overwhelmed to an AI-run operation with one accountable human. And the owners who finish it are the ones their peers start calling for advice.

\$499 early bird · becomes \$1,000 at launch

Here's the honest reason for the lower price: we're recording the course right now. Buy during recording and you pay half, lock lifetime access, and get everything the day it ships plus every update after. When it ships, the price becomes \$1,000. The deadline is the ship date itself.

deskwolf.ai/ai-powered

Rather talk it through?

Book a free call and we'll help you pick your first hand-offs, whether or not you ever buy anything. deskwolf.ai/discover

Hear the far end of this

Call **(909) 757-0141** and an AI voice agent answers and walks you through a real booking flow. That's Layer 8 territory, live.

