

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.

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