Week 14 Guide — MINIMUM Level

The Efficiency Audit

Learning Outcome

Estimate time savings from AI usage across 3-5 recurring tasks and create a simple one-page summary documenting your productivity gains.

STEP 1: List 3-5 Recurring Tasks (10 min)

- ■ Identify tasks you do at least weekly
- ■ Choose tasks where AI helps you
- ■ Focus on your most obvious wins
- ■ Write them down

TEMPLATE: Simple Task Tracking Table

Task 1: _____

Task 2: _____

Task 3: _____

Task 4: _____

Task 5: _____

STEP 2: Estimate Time Before/After AI for Each (20 min)

- ■ For each task, estimate time before you used AI
- ■ Estimate current time with AI
- ■ Calculate the difference
- ■ Note any quality improvements

TEMPLATE: Before/After Calculation Worksheet

TASK 1: _____

Time before AI: _____ Time with AI: _____

Time saved per instance: _____

How often you do this: _____ (per week/month)

Total time saved: _____

Quality/capacity improvement:

_____

TASK 2: _____

Time before AI: _____ Time with AI: _____

Time saved per instance: _____

How often you do this: _____ (per week/month)

Total time saved: _____

Quality/capacity improvement:

_____

TASK 3: _____

Time before AI: _____ Time with AI: _____

Time saved per instance: _____

How often you do this: _____ (per week/month)

Total time saved: _____

Quality/capacity improvement:

_____

TASK 4: _____

Time before AI: _____ Time with AI: _____

Time saved per instance: _____

How often you do this: _____ (per week/month)

Total time saved: _____

Quality/capacity improvement:

_____

TASK 5: _____

Time before AI: _____ Time with AI: _____

Time saved per instance: _____

How often you do this: _____ (per week/month)

Total time saved: _____

Quality/capacity improvement:

_____

STEP 3: Calculate Total Savings (10 min)

- ■ Add up weekly time saved across all tasks
- ■ Calculate monthly and annual savings
- ■ Note what this enables you to do differently

TEMPLATE: Total Savings Calculation

WEEKLY TIME SAVED:

Task 1: _____ hours/week

Task 2: _____ hours/week

Task 3: _____ hours/week

Task 4: _____ hours/week

Task 5: _____ hours/week

TOTAL: _____ hours saved per week

MONTHLY TIME SAVED:

_____ hours/week × 4 weeks = _____ hours/month

ANNUAL TIME SAVED:

_____ hours/week × 52 weeks = _____ hours/year

WHAT THIS ENABLES ME TO DO DIFFERENTLY:

_____

_____

_____

STEP 4: Write Summary (20 min)

- ■ Summarize your findings in 1 page
- ■ Include total time saved and key examples
- ■ Note quality/capacity improvements
- ■ Make it clear and specific

TEMPLATE: One-Page Summary

EFFICIENCY AUDIT SUMMARY

Name: _____ Date: _____

TIME SAVINGS:

I save approximately _____ hours per week using AI.

This equals:

- _____ hours per month

- _____ hours per year

TOP 3 EFFICIENCY GAINS:

1. _____

(Time saved: _____)

2. _____

(Time saved: _____)

3. _____

(Time saved: _____)

QUALITY IMPROVEMENTS:

_____

_____

CAPACITY EXPANSION (What I can now do that I couldn't before):

_____

_____

VALUE STATEMENT:

With AI, I can now _____

_____

_____

WHAT SUCCESS LOOKS LIKE

- ■ Documented 3-5 recurring tasks
- ■ Estimated time savings for each
- ■ Calculated total weekly/monthly/annual savings
- ■ Created one-page summary

RECORD YOUR WORK

What I completed:

_____

_____

What surprised me about the numbers:

_____

What was challenging:

_____

Key insight or learning:

_____

REFLECTION

Question 1:

Looking at my total time saved, what does this mean for my value to the organization?

_____

_____

Question 2:

What will I do with the time I'm saving?

_____

_____

NEXT STEPS

- ■ Save this completed guide to your portfolio folder
- ■ Keep summary for performance review preparation
- ■ Share one insight with accountability partner
- ■ Download Week 15 guide at zerotoai.co.nz/week-15

ADJUSTING YOUR LEVEL

COMPLETED MINIMUM AND HAVE EXTRA TIME?

If you want more detailed tracking, download the STANDARD guide and track your AI usage for 3-5 days to validate your estimates.

MINIMUM STILL TOO MUCH?

Complete what you can. Even tracking 2-3 tasks is valuable. Progress beats perfection.