

Week 14 Guide — STANDARD Level

The Efficiency Audit

Learning Outcome

Track actual AI usage for 3-5 days, calculate measurable efficiency gains, and create a one-page audit document showing time savings, quality improvements, and capacity expansion.

STEP 1: Set Up Tracking System (15 min)

- Create tracking document or spreadsheet
- Set up daily logging template
- Decide tracking start date (today recommended)
- Set reminder to log AI usage as you work

TEMPLATE: Daily AI Usage Tracking

TRACKING PERIOD: From _____ to _____

DAILY LOG FORMAT (Copy for each day):

DATE: _____

AI Use #1:

Task: _____

AI tool used: _____

Time without AI (estimate): _____

Actual time with AI: _____

Time saved: _____

Quality/capacity impact: _____

AI Use #2:

Task: _____

AI tool used: _____

Time without AI (estimate): _____

Actual time with AI: _____

Time saved: _____

Quality/capacity impact: _____

AI Use #3:

Task: _____

AI tool used: _____

Time without AI (estimate): _____

Actual time with AI: _____

Time saved: _____

Quality/capacity impact: _____

[Continue for all AI uses today]

Total time saved today: _____

STEP 2: Track AI Usage for 3-5 Days (Ongoing)

- Log every time you use AI during tracking period
- Record task, tool, time saved, quality impact
- Be honest (don't skip uses where AI didn't help much)
- Note patterns as you go

Additional text (no template box):

TRACKING TIPS:

- Set a recurring reminder to log at end of each day
 - Don't wait until end of week to remember everything
 - Track both big wins and small uses
 - Note failed experiments too (learning data)
 - Keep it simple—you're looking for patterns, not perfection
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STEP 3: Calculate Metrics (30 min)

- Total all time saved across tracking period
- Calculate daily average
- Extrapolate to weekly, monthly, annual
- Identify quality improvements and capacity gains

TEMPLATE: Metrics Calculation Worksheet

TRACKING SUMMARY:

Number of days tracked: _____

Total AI uses logged: _____

TIME SAVINGS:

Total time saved during tracking period: _____ hours

Daily average: _____ hours/day

Weekly estimate: _____ hours/week

(Daily average × 5 working days)

Monthly estimate: _____ hours/month

(Weekly × 4)

Annual estimate: _____ hours/year

(Weekly × 52)

MOST IMPACTFUL USES:

1. Task: _____

Time saved per instance: _____

Frequency: _____

2. Task: _____

Time saved per instance: _____

Frequency: _____

3. Task: _____

Time saved per instance: _____

Frequency: _____

QUALITY IMPROVEMENTS NOTED:

CAPACITY EXPANSION (New capabilities or increased throughput):

STEP 4: Create Efficiency Audit Document (45 min)

- Create one-page audit document
- Include all four sections: time, quality, capacity, value proposition
- Use specific numbers and examples
- Make it presentation-ready

TEMPLATE: Efficiency Audit Document

EFFICIENCY AUDIT

[Your Name] | [Date]

EXECUTIVE SUMMARY:

Over [X] days of tracking, I documented measurable efficiency gains from AI usage. Key finding: I save approximately [X] hours per week while improving quality and expanding capacity.

TIME SAVINGS:

Weekly: _____ hours

Monthly: _____ hours

Annual: _____ hours

Top time-saving uses:

- _____
- _____
- _____

QUALITY IMPROVEMENTS:

- _____
- _____
- _____

Specific examples:

- _____
- _____

CAPACITY EXPANSION:

What I can now do that I couldn't before (or do much better):

- _____
- _____
- _____

Throughput increase:

- _____

VALUE PROPOSITION:

Before AI: _____

After AI: _____

New statement: With AI-enhanced workflows, I can now _____

BUSINESS IMPACT:

The time I save enables: _____

TEMPLATE: Business Value Translation Guide

TRANSLATING EFFICIENCY TO BUSINESS VALUE:

Time saved → Capacity for additional work

Example: "15 hours/week saved = capacity to manage 1 additional project per quarter"

Quality improvement → Risk reduction or better outcomes

Example: "AI catches errors before stakeholder review = higher client satisfaction"

Capacity expansion → New services or capabilities

Example: "Can now deliver market research briefs that previously required consultants"

Speed increase → Competitive advantage

Example: "Same-day response to RFPs vs. 3-day turnaround = win more bids"

Your translation:

My time savings of _____ hours/week means:

My quality improvements mean:

My capacity expansion means:

WHAT SUCCESS LOOKS LIKE

- Tracked AI usage for 3-5 days

- Calculated weekly/monthly/annual time savings
 - Documented quality improvements and capacity gains
 - Created one-page efficiency audit document
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RECORD YOUR WORK

What I completed:

What worked well in my tracking approach:

What was challenging:

Key insights or learnings:

Most surprising finding:

REFLECTION

Question 1:

How do my actual tracked results compare to what I thought I was saving?

Question 2:

Which efficiency gain would be most compelling to share in a performance review?

Question 3:

What does this audit tell me about how I should talk about my AI capabilities?

NEXT STEPS

- Save this completed guide to your portfolio folder
 - Save efficiency audit document for performance reviews
 - Share results with accountability partner
 - Update progress tracker
 - Consider showing audit to manager (if appropriate)
 - Download Week 15 guide at zerotoai.co.nz/week-15
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ADJUSTING YOUR LEVEL

COMPLETED STANDARD AND HAVE EXTRA TIME?

Download the **AMBITIOUS** guide to create comprehensive presentation materials with ROI calculations and before/after comparison charts.

STANDARD TOO AMBITIOUS THIS WEEK?

The **MINIMUM** guide delivers value in 60 minutes with estimated savings. All levels are legitimate.