
FOR THE OWNER WHO RUNS THE WHOLE THING

Find the one AI workflow your business is *missing*.

In one sitting, on paper, you will stop researching and pick the single workflow worth building first. Not ten. One. The one that buys back the most of your week.

TIME

60 *min*

YOU LEAVE WITH

1 *pick*

TOOLS NEEDED

0

A PEN

Yes

THE REAL PROBLEM

You do not have an AI problem. You have a *where-to-start* problem.

Every week there is a new tool, a new demo, a new thread telling you that you are already behind. So you read. You bookmark. You open a free trial, poke at it for ten minutes, and close the tab. Nothing in your business changed, and now you feel further behind than when you started.

I built my own business on a system of AI agents. I did not get there by adopting everything at once. I got there by picking one workflow, building it until it actually carried weight, and only then reaching for the next. The owners who stay stuck are not the ones with the wrong tool. They are the ones who never chose.

This guide makes you choose. In the next 60 minutes you will list the work that eats your week, score each piece against four honest questions, and walk out with one named workflow worth building first. Not a tool. A workflow. The difference is the whole point, and we cover it on the next page.

The goal of this hour is not to learn AI. It is to make one decision you have been avoiding: which single piece of your week gets handed off first. Everything else can wait until that one is real.

How to use the next hour

Print this. Sit somewhere you will not be interrupted. Work it with a pen, not in your head, because the writing is what forces the honesty. Each section has a clock on it so you keep moving. If you finish a section early, do not optimize it. Move on. The pick at the end is what matters, not a perfect worksheet.

0-10 map the week 10-25 list the candidates 25-45 score them 45-55 pick one

55-60 write the first prompt

BEFORE YOU LIST ANYTHING

A tool is a thing you open. A workflow is a thing that *runs*.

Most owners go shopping for tools. That is why nothing sticks. You want to hand off a repeating job, not adopt an app.

A TOOL

"I should use ChatGPT"

An app you open when you remember to. It helps in the moment, then you close it and the next time you start from scratch. No part of your business depends on it, so no part of your business changes.

A WORKFLOW

"Every new lead gets a same-day reply"

A repeating job with a trigger, a set of steps, and a result you can count on. It has a before and an after. When it runs, a specific thing in your week stops needing you. That is the unit we are hunting.

The shape of a workflow worth building

A real candidate has three parts you can name out loud. A **trigger** (what kicks it off: a new inquiry, the end of a job, Monday morning). The **steps** (what happens, the same way every time). And a **result** (the thing that exists at the end that did not before: a sent quote, a drafted post, a scheduled follow-up).

If you cannot name the trigger and the result, it is not a workflow yet. It is a wish. On the next page you will list the repeating jobs in your week and only keep the ones that have all three parts. That filter alone will cut your list in half, and that is good. We are looking for one.

Stop asking which tool to buy. Ask which job in your week you would hand to a competent new hire on day one. That job is your workflow.

MINUTES 0 TO 10

Where does your week actually *go*?

You cannot hand off what you have not named. Before we score anything, get the repeating work out of your head and onto the page.

List the jobs you personally do that come back every week or every job cycle. Not the one-off fires. The repeats. The things that, if you skipped them, would pile up and find you again on Monday. Write fast. Aim for at least eight. You will narrow later.

THE REPEATING WORK THAT EATS MY WEEK

One job per line. Use a verb: chasing quotes, replying to inquiries, writing invoices, posting updates, scheduling crews.

One honest pass: circle the three lines above that you most resent doing. Resentment is data. The work you dread is usually the work that is below your pay grade, repeats the most, and follows rules clearly enough that something else could carry it.

MINUTES 10 TO 25

Turn the jobs you circled into *real* candidates.

Take your three circled jobs. For each, write the trigger and the result. If you cannot, it is not ready, and that is fine. Pick another line.

This is the filter from page two doing its work. A job becomes a candidate only when you can name what kicks it off and what exists when it is done. Fill all three. The weakest one will fall away on its own.

CANDIDATE A

The job · what triggers it · the result when it is done

CANDIDATE B

The job · what triggers it · the result when it is done

CANDIDATE C

The job · what triggers it · the result when it is done

Three candidates, each with a trigger and a result. Now we make them compete.

MINUTES 25 TO 45

Four questions. Score each candidate *one to five*.

This is where most owners pick wrong. They build the exciting one instead of the one that pays back. The four questions below are built to overrule excitement.

The four questions

Frequency. How often does this run? Daily beats weekly beats monthly. The more it repeats, the more a handoff compounds. (*5 = many times a day, 1 = once a month*)

Time drain. How much of your week does it eat right now? Be honest, count the small interruptions too. (*5 = hours every week, 1 = a few minutes*)

Rules-clarity. Could you write down how you do it so a new hire could follow? Clear rules are what makes a job handoff-ready. (*5 = fully spelled out, 1 = it lives only in my head*)

Low stakes if rough. If a draft came back at eighty percent and you finished it, is that fine? You want a first workflow where a near-miss is cheap, not one where an error costs a client. (*5 = I just tidy it up, 1 = a mistake here hurts*)

QUESTION	A	B	C	MAX
Frequency				5
Time drain				5
Rules-clarity				5
Low stakes if rough				5
Total (out of 20)				20

The tie-breaker: if two candidates land within two points of each other, keep the one with the higher *rules-clarity* score. A workflow you can already explain in writing is one you can build today. Excitement fades by Thursday. A clear job does not.

MINUTES 45 TO 60

Name your one workflow. Then *start* it before you close this.

The highest total wins. Not your favorite. The highest total. Write it down as a sentence so it stops being abstract.

THE ONE WORKFLOW I AM BUILDING FIRST

Write it as: when [trigger], [the AI does these steps], so that [result] without me.

Now run it once, by hand

Do not go build automation. Not yet. Open any AI chat assistant you already have and run your workflow once, manually, on one real example from this week. This is how you find out in five minutes whether it holds, instead of spending a weekend building something that does not. Here is the prompt to start. Fill the brackets with your own workflow and paste it.

COPY, FILL THE BRACKETS, AND PASTE TO YOUR AI ASSISTANT

I run a [type of business]. I am handing you one repeating job so I can stop doing it myself. Here is the job.

TRIGGER: it starts when [what kicks it off].

RESULT I NEED: when you are done, I should have [the finished thing].

Here is one real example from this week to work from:

[paste the actual inquiry, job details, notes, or raw material].

Do the job now using that example. Then, underneath, list the questions you needed answered to do it well, so next time I can give you everything up front. Keep your output in my voice: plain, direct, no hype.

Read what comes back. If it is at eighty percent, you have your workflow, and the questions it asked are your build list for next time. If it misses, you learned that in one paste instead of one weekend. Either way, you are no longer stuck choosing. You chose.

You did not need a better tool. You needed to pick one job and run it once. Everything after this is just doing that again, on purpose.

THE WHOLE METHOD

YOU HAVE YOUR PICK. HERE IS THE LADDER.

One workflow real beats ten *imagined.*

You now have a named workflow and a first run behind you. That is further than most owners get in a year of reading threads. The next move is to make it dependable: run it on three more real examples this week, tighten the prompt each time using the questions it asked, and only then think about wiring it to fire on its own.

The checklist before you call it built

- ☐ It has a clear trigger you can point to, not "whenever I remember."
- ☐ It produces the same result every run, close enough that you only tidy it.
- ☐ You have run it on at least three real examples, not just the first.
- ☐ The prompt holds your context and your voice, so the output sounds like your business.
- ☐ You could hand the prompt to someone else and they would get a usable result.

When all five are true, that one piece of your week genuinely runs with less of you in it. That is the win. Not a smarter tool. A job that used to need you and now mostly does not. Then, and only then, you pick the next one and do this again.

Doing this for one workflow, alone, with a pen, is the whole method. Doing it for the three or four that matter most, with someone who has already built the system, is what the done-with-you work is. Same method, more hands, faster.

You have the method, the worksheet, the scoring, and the first prompt. Nothing here needed a tool you do not already have. It needed an hour and a pen, and you just spent them well.

WHO MADE THIS

About the human *at work*.

I am Boubacar. I spent a decade operating inside a Fortune 100, trained as a writer before I ever shipped a line of code, and today I run my own business on an AI system I built myself.

I wrote this because the hardest part of AI for an owner is not the tools. It is choosing where to start when everything is shouting for your attention. This is the exact pass I run on my own work before I build anything.

Pick one job. Hand it off. Then pick the next.

THE WORKSHEET PICKS THE WORKFLOW. BUILDING IT SO IT RUNS WITHOUT YOU IS THE NEXT HOUR, AND THAT ONE IS HARDER ALONE. IF YOU WOULD RATHER BUILD YOUR FIRST ONE WITH SOMEONE WHO HAS ALREADY DONE IT, THAT IS THE DONE-WITH-YOU WORK. IT LIVES HERE.

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