

Build Your AI Blueprint

Choose what to amplify with AI and what to delegate to AI.

MY FOCUS 3 Select three recurring tasks or workflows from your matrix.

1 Task / workflow: _____

2 Task / workflow: _____

3 Task / workflow: _____

CHOOSE THE ROLE OF AI

☐ **AMPLIFY WITH AI**

I lead the thinking. AI helps me brainstorm, adapt, organize, or improve.

☐ **DELEGATE TO AI**

AI completes a defined draft or repeatable step. I review, revise, and approve.

MY AI USE BLUEPRINT

Focus task / workflow _____

What result do I want? _____

AI will help by ☐ Brainstorming ☐ Drafting ☐ Adapting ☐ Organizing

I will give AI... _____

AI will produce... _____

I will review for... accuracy | bias | privacy | student fit | my voice

FIRST PROMPT / NEXT STEP: _____

TEACHER

TASK TRIAGE

Map the work. Protect your time. Focus on what helps students most.

A SIMPLE 3-STEP RESET

1

Capture

List recurring work without judging it.

2

Sort

Compare effort with classroom effectiveness.

3

Blueprint

Choose what to amplify with AI or delegate to AI.

Goal: Create more time for high-impact teaching and learning.

1

Capture Your Routine

List the tasks that repeat every day or week.

Write one task per row. Include visible work and invisible work: planning, follow-up, communication, data entry, preparation, and coordination.

#	ROUTINE TASK	D / W
1		☐ D ☐ W
2		☐ D ☐ W
3		☐ D ☐ W
4		☐ D ☐ W
5		☐ D ☐ W
6		☐ D ☐ W
7		☐ D ☐ W
8		☐ D ☐ W
9		☐ D ☐ W
10		☐ D ☐ W
11		☐ D ☐ W
12		☐ D ☐ W

2

Sort by Effort + Effectiveness

Place task numbers or short task names in the matrix.

Use your best judgment.

How much energy does it take? How much does it improve outcomes?

