

THE WORK SORT CANVAS

AI Integration Canvas. Sort your work. Start small. Watch what actually changes.

NAME _____

WEEK OF _____

List your real tasks from a normal week, then drop each one into a bucket. A task can move later — don't overthink it.

SORT

MY WORK *human only*

The work only you should do — your judgment, empathy, real relationships. AI stays out.
Where would AI break trust or feel wrong? Which calls need your read on the room?

WITH ME WORK *you + AI*

You and AI together: first drafts, a second opinion, a fresh angle. You stay in the driver's seat.
What do you keep starting from a blank page? Where would a sounding board help?

FOR ME WORK *AI runs it*

Routine, repeatable, rule-based. Hand it off, then check the result.
What busywork do you quietly dread? What do you do the same way every week?

PLAN

Pick one thing. Make it real.

One small move beats a big plan.

What	First move	By when	Done looks like

Tiny move this week? · Bigger one after? · Where do you need a hand (include in First move)?

IMPACT

How will you know it's working?

Skip the prompt counts. Watch these instead.

How it feels

Less overwhelm. More control.

Your work

Sharper thinking. Fewer slips.

Tasks drift. AI gets better every few months — today's 'My work' may be 'With me work' by fall. Come back and re-sort each quarter.

HOW TO USE THIS CANVAS

This isn't a test. It's a way to see your work clearly, then let AI carry the parts that don't need you.

1

Brain-dump your week

List the tasks you actually do. Don't edit, don't judge, don't sort yet. Just get them down.

2

Sort each one

Drop every task into My work, With me work, or For me work. Stuck on one? Put it in 'With me' and test it. You'll learn fast where it belongs.

3

Plan one small move

Don't try to change everything. Pick a single task, try it this week, and write down what 'done' looks like before you start.

4

Check the impact

Notice how the work felt and how it turned out, not how many prompts you ran. Less stress and sharper output is the win.

Why small reps? AI skills have a short shelf life, about three to four months. So this isn't one big leap. It's small reps you repeat, which keeps the change from piling up on you. Come back to the canvas each quarter and re-sort. Tasks drift, and that's the point.