

ACTION REQUIRED

# AI LEVERAGE ACTION SHEET

The real leverage isn't in watching the presentation. It's in doing the work.



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# 01

## AUDIT YOUR STACK

Understand what you have before you build what you need

 15 MINUTES

List every AI tool your team currently uses. Rate each tool on three dimensions to understand where you're getting value and where you're wasting money.



FREQUENCY



ROI



TYPE

- List all AI tools currently in use across your team
- Rate frequency: Daily / Weekly / Monthly / Rarely
- Rate ROI: High / Medium / Low / Unknown
- Categorize: Multiplication vs Replacement

### THE INSIGHT

Most teams discover they're paying for 5-10 tools but only using 2-3 effectively. Multiplication tools amplify human capability. Replacement tools just substitute human work.

# 02

## BUILD YOUR FIRST PROMPT

Transform a weekly task into a repeatable template

 30 MINUTES

Pick ONE task you do weekly. Write it out using the RAOC framework. This isn't about clever wording. It's about clear thinking.

### THE RAOC FRAMEWORK

**R** **ROLE**  
Who should AI act as? "Act as a CMO writing to skeptical B2B founders"

**A** **AUDIENCE**  
Who is this for? "C-suite executives who've tried AI and failed"

**O** **OUTPUT**  
What format/length? "3-part email sequence, 150 words each, direct tone"

**C** **CONTEXT**  
What details matter? "Goal: Book demo call. Include case study. No fluff."

- Choose a weekly task (email, report, analysis, planning)
- Write out each element of RAOC
- Test the prompt in ChatGPT or your preferred tool
- Save it as a template for reuse

### THE INSIGHT

A good prompt template saves 10+ hours per month and improves output quality by 50%. The framework forces you to think before you type.

# 03

## TEST & MEASURE

Validate your prompt with real teammates

 45 MINUTES

Share your RAOC prompt with 2 teammates. Have them use it. Collect feedback. If your prompt works for others, you've built a system. If it only works for you, you've built a habit.



TIME SAVED



QUALITY (1-10)



REPEATABILITY

- Send your prompt template to 2 teammates
- Ask them to use it for the same task
- Collect feedback: Did it save time? Quality rating?
- Document what would improve it

**The teams that do this homework see results in 30 days. The ones that don't? They forget about AI by next month.**

## 04 BUILD YOUR FIRST SYSTEM

Combine 2-3 tools into a documented workflow

 2 HOURS

Systems compound. Tools don't. A system is repeatable, documented, measurable, and improvable.

- Pick a business function (content, sales, operations)
- Map out the current process
- Identify where AI can multiply (not replace) human work
- Document the new workflow
- Test it with a real project

## 05 MEASURE THE IMPACT

Track what matters, share what works

 1 HOUR

What gets measured gets improved. What gets shared gets adopted.

- Choose 2-3 metrics that matter for your system
- Establish a baseline (numbers before AI)
- Track for 30 days
- Share results with your team

# READY FOR MORE?

Get certified. Get trained. Get building.

[prettyflyaiguy.com](https://prettyflyaiguy.com)