

NINZ FREE RESOURCES

AI Task Finder Worksheet

A worksheet to help business owners identify tasks where AI, automation, human judgment, or a combination may be useful.

RESOURCE TYPE	ACCESS	VERSION	UPDATED
Worksheet	Instant access	Version 1.0	August 2026

What this helps you do

Use this worksheet to look at real business tasks and decide whether they should stay human-led, be supported by AI, be automated, or be explored later.

Who it is for

This resource is for business owners who feel curious about AI but do not want to automate everything or start with a complicated system.

How to use it

1. List tasks you repeat often.
2. Estimate how often each task happens and how much time it takes.
3. Mark whether writing, research, data entry, customer communication, or decision-making is involved.
4. Rate sensitivity and the consequence of mistakes.
5. Choose a category: Keep Human, AI Assist, Automate, AI + Automation, or Not Sure Yet.
6. Pick one low-risk task for a small experiment.

Why do I want to change this task?

- ☐ Save time
- ☐ Reduce repetitive work
- ☐ Improve consistency
- ☐ Get help thinking/writing
- ☐ Improve organization
- ☐ Improve response time
- ☐ Other

Simple Decision Framework

- ☐ Keep Human
- ☐ AI Assist
- ☐ Automate
- ☐ AI + Automation
- ☐ Not Sure Yet

Task 1

Task or workflow

Business problem or reason for changing this task

Frequency, time spent, sensitivity, customer impact, and notes

First small experiment

Task 2

Task or workflow

Business problem or reason for changing this task

Frequency, time spent, sensitivity, customer impact, and notes

First small experiment

Task 3

Task or workflow

Business problem or reason for changing this task

Frequency, time spent, sensitivity, customer impact, and notes

First small experiment

Continue Your Journey

After identifying possible tasks, use the prompt builder to create a clearer first AI request and the responsible AI checklist before using the result.

Sources & References

AI Risk Management Framework FAQs - National Institute of Standards and Technology -
<https://www.nist.gov/itl/ai-risk-management-framework/ai-risk-management-framework-faqs>