Identifying AI, Automation, and Integration Opportunities

Employee Information

Name: _____

Department: _____

Position: _____

Current Tasks

- Summary of Job Duties

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- Are there any tasks that you do the same way every day?

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- Which tasks take a lot of your time and effort?

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- Are there tasks that follow a clear step-by-step process?

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- Do you have tasks that involve entering data or doing simple calculations?

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- Are there tasks that would be better if they were done faster?

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- Do any of your tasks require input or work from another person?

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- What is the biggest bottleneck that prohibits you from doing your work more efficiently?

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- Are there tasks that could be automated to help save time and reduce mistakes?

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- Do you have tasks that require you to manually enter data from one system to another?

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- Which tasks need your personal judgment?

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- Are there tasks that involve customer interaction?

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Additional Comments

Any other comments or suggestions:

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