JustSolutions
one IT source, great business results.

Find your first AI workflow

A 5-minute worksheet from the Just Solutions webinar on AI agents (Nov. 12, 2026)

1. List three tasks that eat your team's week

Task A _____

Task B _____

Task C _____

2. Score each task from 1 to 3

QUESTION	A	B	C
How often does it happen? 1 = monthly · 2 = weekly · 3 = daily or more			
How long does it take each time? 1 = minutes · 2 = up to an hour · 3 = hours			
Does it follow a pattern? 1 = different every time · 2 = mostly · 3 = nearly always the same steps			
Is the information digital and easy to reach? 1 = paper or in someone's head · 2 = scattered · 3 = in email or one system			
If AI gets it wrong, is it caught before it hurts? 1 = no · 2 = usually · 3 = a person always reviews			
Total 12 or more makes a good first candidate			

Don't start with:

- Decisions about people (hiring, discipline, credit)
- Anything that moves money without a person approving
- Health, legal or financial data, until your tools are approved for it

3. For your top task

Who does it today? _____

What would they do with the time back? _____

What could the AI read or change? _____

Which action needs a person's OK first? _____

How will you know it's working, and when to stop? _____