



AI Time Management Review Checklist

Use this weekly checklist to audit and adjust your AI-assisted workflows. It helps you stay mindful of overuse, blind spots, and areas where AI might create more confusion than clarity.

1. Over-Automation Traps

- ☐ Did I use AI when human judgment was more appropriate?
- ☐ Am I blindly trusting AI-generated priorities, plans, or summaries?
- ☐ Have I reviewed outputs to ensure they align with real needs and goals?
- ☐ Did I automate tasks that actually benefit from personal touch or creativity?

2. Prompt Fatigue & Dependency

- ☐ Am I retyping or over-editing repetitive prompts instead of saving them?
- ☐ Am I delaying decisions while waiting for the 'perfect' AI response?
- ☐ Do I rely on AI more than necessary for simple or personal decisions?
- ☐ Have I created templates for common AI requests to reduce redundant work?

3. Ethical & Privacy Missteps *(see also the 'AI Use With Care' downloadable guide)*

- ☐ Did I include private client, team, or financial data without reviewing platform policies?
- ☐ Am I using AI in a way that could confuse accountability or authorship?
- ☐ Did I forget to check who can access shared AI content or prompts?
- ☐ Have I maintained transparency about AI use with stakeholders who need to know?

4. Underutilized Opportunities

- ☐ Could I have saved time by prompting AI to rewrite, summarize, or schedule something?
- ☐ Are there admin routines I still handle manually that could be automated?
- ☐ Did I reflect on what AI did well - and what could improve?
- ☐ Are there recurring tasks where AI could provide better templates or frameworks?

5. Quality Control & Verification

- ☐ Did I spend adequate time reviewing AI outputs before using them?
- ☐ Have I fact-checked information that could impact important decisions?
- ☐ Did I catch any errors, inconsistencies, or outdated information in AI responses?
- ☐ Am I maintaining quality standards while leveraging AI efficiency gains?

6. Workflow Integration & Efficiency

- ☐ Are my AI tools integrating smoothly with existing systems and processes?
- ☐ Did I waste time switching between multiple AI platforms when one could suffice?
- ☐ Have I optimized my prompting techniques to get better results faster?
- ☐ Am I using AI at the right stages of my workflow for maximum impact?

7. Learning & Skill Development

- ☐ Did I learn new AI capabilities or techniques that could improve my workflows?
- ☐ Am I staying current with updates to the AI tools I use regularly?
- ☐ Have I shared useful AI discoveries or best practices with my team?
- ☐ Am I maintaining my core skills while leveraging AI assistance?

8. Communication & Collaboration Impact

- ☐ Has AI use improved or hindered my communication with colleagues and clients?
- ☐ Did I over-rely on AI for tasks that benefit from personal interaction?
- ☐ Have I maintained authentic relationships while using AI for efficiency?
- ☐ Are team members comfortable with how I'm incorporating AI into shared work?

9. Weekly Reset Assessment

"Based on what worked (and didn't) this week, what one change could make my AI routines faster, safer, or smarter next week?"

Additional reflection questions:

- Which AI-assisted tasks saved the most time this week?
- Where did AI create unexpected complications or delays?
- What manual processes am I ready to test with AI assistance?
- How can I better balance efficiency with quality and human judgment?