

FREE CHECKLIST

One-Week AI Job Upgrade *Checklist*

Turn one task in the job you have into an AI system in five days. No new job title needed.

upgrade_plan.txt 1 task, 5 days

MON	Audit last week
TUE	Pick one repetitive task
WED	Build the BRIEF prompt
THU	Connect it with Zapier or Make
FRI	Measure it, show your boss

Why now: Workday tracked AI skills in job postings at 550+ employers. Demand for basic prompting fell 25%. Demand for **building and automating rose 51%**.

Source: Workday Global Workforce Report, Oct 5, 2026

MONDAY

Audit your last *week.*

You cannot automate what you have not seen. Spend 30 minutes looking back.

monday.txt

checklist

☐ Open your calendar, sent folder and task list from last week.

☐ Write down every task you did.

☐ Tag each one: **creative**, **repetitive** or **admin**.

☐ Circle every repetitive and admin task. Those are your targets.

task_audit.txt

fill this in

TASK	HOW OFTEN	TAG

TUESDAY

Pick one *boring* task.

One task, not ten. Boring and repeatable is exactly what you want.

tuesday.txt

checklist

- ☐ Choose one repetitive task you do every week.
Examples: your status report, the same reply emails, meeting notes.
- ☐ Check it is low risk: no confidential data and no final decisions.
- ☐ Read your company's AI policy before you paste in any work data.
- ☐ Do it the old way once, time it and write the minutes down. That is your "before."

PRACTICAL TIP

Keep confidential company and customer data out of AI tools. Swap real names and numbers for placeholders, and use only the tools your employer has approved.

my_task.txt

one only

TASK _____

BEFORE _____ minutes each time

WEDNESDAY

Build the *BRIEF* prompt.

Do the task by hand in ChatGPT or Claude first. BRIEF makes the draft sound like your work.

brief.txt

B.R.I.E.F.

- B Background:** what the task is and the raw input.
- R Role:** who the AI should act as.
- I Instructions:** exactly what to produce.
- E Examples:** paste a past version to match.
- F Final output:** length, format, where it goes.

status_report_prompt.txt

copy and fill in

I send my manager a status report every Friday. Here are this week's notes: [paste notes]

Act as my operations assistant.

Turn the notes into three sections: wins, blockers and next steps.

Match the tone and layout of last week's report: [paste last report]

Keep it under 200 words, in bullets, ready to paste into an email.

Ask me any questions you need answered before you start.

Save the prompt in a note or doc where you can reuse it every week.

THURSDAY

Then let it run *itself*.

If the task repeats on a schedule or a trigger, connect it with Zapier or Make. No code needed. **The AI drafts. You send.**

friday_report.zap example

WHEN	Every Friday at 3 PM
AI	Drafts the report from your notes with your BRIEF prompt
THEN	Saves it to your Gmail drafts
YOU	Review it, fix it, hit send

Example built with: Schedule by Zapier, AI by Zapier, Gmail

thursday.txt checklist

- ☐ Set up the trigger, the AI step and a draft as the output.
- ☐ Keep a human review step. Nothing goes out until you have read it.
- ☐ Test it once with real input, then fix the prompt.

FRIDAY

Show your boss the *proof*.

time_log.txt fill this in

BEFORE _____ minutes

AFTER _____ minutes of review

WEEK _____ minutes saved

MONTH _____ minutes saved

message_to_boss.txt edit before sending

"I built a small AI workflow for our [weekly report]. It went from [before time] to [after time] of review, and I still check every draft before it goes out. Can I show you in 5 minutes?"

friday.txt checklist

☐ Time the new way: minutes of review.

☐ Fill in the time log with your real numbers.

☐ Edit the message so every word is true, then send it.

☐ Offer a 5 minute demo of the working system.

92% of US hiring managers say seeing how a skill was used beats reading a resume.

Source: Express Employment and Harris Poll, Feb 2026

THE HONEST PART

Slower first, *faster* after.

Week one can feel slower. That is setup time, not failure.

who_does_what.txt

keep it human

AI	Drafts, summaries, formatting
YOU	Facts, tone, the final call
RULE	AI drafts. You decide. That is what makes you trusted.

next_week.txt

repeat

- ☐ Go back to your Monday list.
- ☐ Pick task number two.
- ☐ Run the same five steps.

Where to find *me*

SKOOL COMMUNITY

Join the Momentum AI community on Skool

Step-by-step AI systems and real builds you can follow.

skool.com/momentum-ai/about

INSTAGRAM

@erick.killmonger

New carousels and guides like this one.

instagram.com/erick.killmonger

NEWSLETTER

Two Steps Ahead

AI news, useful tools, and security stories worth your time.

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stan.store/Momentum_AI