

Your baseline

This is the starting point. Answer these four questions honestly and keep the sheet somewhere you can find it, because on the last day of the bootcamp you answer exactly the same questions again and compare. There are no right answers. The only wrong move is being vague.

01 How would you describe your current understanding of AI?

Be specific. Somewhere on this range, or nowhere near it:

- Completely new. I still do not really understand what it does.
- I have tried ChatGPT a few times. Everyone seems excited and I am still working out why.
- I have tried a few tools and I am still working out how to apply them to my actual work.
- I use AI regularly for quite a few tasks. Give me the advanced material.
- I am already building automations, connecting tools and creating my own workflows.

02 When was the last time AI actually helped you with your work?

Actually helped. What did it help you do? If that moment has not happened yet, write down what you wish AI could help you with.

03 What type of task takes most of your time?

Pick the big one, the thing that eats your week. For example: writing or editing reports, research, creating content or campaigns, planning projects, preparing meetings, monitoring EU policy, admin, bureaucracy, or something else entirely.

04 If you got some of that time back, what would you spend it on?

One, two, at most three. For example: developing new ideas, thinking strategically, talking to more people, reaching decision-makers, learning something new, or actually leaving work on time.

The friction log

For the next few days, every time you catch yourself doing something repetitive, slow or unnecessarily manual, write it down here. Do not try to solve any of it yet. Just notice. Some of these become very interesting later in the bootcamp.

- Writing the same type of email for the tenth time.
- Moving information from one document into another.
- Spending an hour turning a long document into a briefing.
- Preparing the same kind of report every week.
- Searching through fifteen documents to find one piece of information.

Keep this sheet. On the final day you answer the same four questions again, and the difference between the two sheets is the actual result of the bootcamp.