How to Think About AI in Your Work

To embrace AI thoughtfully and strategically, consider this four-part framework:

1. My Work – Human-Exclusive

This is the work that only *you* can do—rooted in judgment, empathy, values, creativity, and leadership. It includes:

- Building trust and relationships
- Navigating complex decisions
- Exercising ethical judgment
- Coaching and mentoring
- Creating meaning and shaping culture

AI doesn't replace this—it amplifies your ability to focus on it by removing lower-value distractions.

What are your human-exclusive responsibilities?

2. For Me – Automate the Routine

Here, AI and automation act **on your behalf**—handling repetitive, rules-based, or time-consuming tasks:

- Drafting basic communications or reports
- Transcribing or summarizing meetings
- Formatting, data cleanup, or basic analysis
- Scheduling, reminders, and follow-ups
- Generating first drafts

Think of this as your "robot assistant"—relieving the routine so you can focus on strategy and human-centered work.

What tasks could you start automating today?

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3. With Me – Collaborate for Breakthroughs

This is where AI becomes your **thinking partner**, helping you explore, iterate, and co-create in ways you couldn't alone:

- Designing course content, programs, or communications
- Brainstorming innovative ideas or scenarios
- Analyzing complex datasets or feedback
- Simulating responses from different stakeholders
- Rewriting messages for tone, clarity, or impact

Here, AI is a multiplier—fueling insight, creativity, and speed.

How could AI amplify your creativity or insight?

4. Rethink the Work – Transform What Work Is

This is the **most strategic and transformative level**. It asks not just how AI can help you with your current tasks—but how it might change the **nature, structure, and delivery of your work** entirely.

Think Bigger:

- Could this work be **eliminated, redesigned, or restructured**?
- Could AI allow **radically different models** of service, learning, or leadership?
- How could roles, workflows, or institutional offerings evolve?
- Are we maintaining legacy processes that no longer serve our goals?

Where can you rethink work itself?

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Examples of Transformation:

Services

- From static websites to AI-powered, personalized digital assistants
- From one-size-fits-all advising to scalable, hybrid models with AI support

Delivery Models

- From lectures to adaptive learning tools personalized by AI
- From scheduled trainings to on-demand, AI-curated learning journeys

Roles & Teams

- From transactional processing to strategic insight generation
- New roles like AI coach, prompt designer, digital ethicist

Business of Higher Ed

- Offering AI-literate credentials, tools, or services to new audiences
- Building AI-supported research administration or donor engagement models
- Redefining what it means to "educate" in an AI-enabled world

This isn't about working harder—it's about working differently.

Reflection Prompt – Shift Your Mindset

Ask not only:
"What can AI do *for me*?"
But also:
"What can I *reimagine* with AI?"

Where are the opportunities to:

- Eliminate unnecessary effort?
- Reimagine outdated processes?
- Create new value for students, staff, or faculty?
- Align your work with the future of higher education?

Adapted from: Prosci, Tim Creasey, Answering Your Top AI Adoption Questions with Prosci Experts Webinar