Your first five days with AI

A one-page plan

Spend this week as if you had just joined your own company. Book five appointments with yourself, 30 to 60 minutes each. There is nothing to buy.

Monday: use it. Pick one real task you would do anyway, such as a board letter or a meeting brief. Do it in the AI tool your company already pays for, and check every line.

Tuesday: listen. Spend an hour with the people closest to the work. Ask one question: "Where does your day get stuck?" Write down what you hear, and promise no technology yet.

Wednesday: look. Ask your managers, without blame, who is already using AI, for what, and in which tools.

Thursday: signal. Send a short note to everyone. Three lines are enough: why AI matters here, that you are learning it yourself, and what is safe to put into AI tools and what is not.

Friday: decide. Name who owns this work with you, and book your leadership team's first AI session.

Two first moves to avoid

- Shopping for software before you understand the work.
- Asking people to change before you can explain why.

By Friday evening, check that you have

- used AI on your own work,
- heard from the people closest to the work,
- seen what is already happening,
- told everyone where you stand.

Watch the episode: AI for CEOs: what to do on Monday morning, on the TechTonic Conversations channel on YouTube.
Read the framework for free: thesummitla.com/the-intelligent-organization

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