

YourAIPlaybook

AI Use Case Evaluator

Score any task to see if AI is the right tool. Print it, fill it in, and make smarter decisions about where to invest your AI energy.

[Free Template](#)

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How It Works

Not every task is a good fit for AI. Some tasks are perfect for automation, while others are better left to human judgment. This scorecard helps you figure out which is which before you invest time building workflows or buying tools.

Rate each of the seven factors on a scale from 1 to 5. Add up your scores to get a total out of 35, then use the result guide on the next page to decide if AI is worth it for that task.

The whole process takes about two minutes per task. Use it whenever you're considering bringing AI into a workflow, or when you want to prioritize which tasks to automate first.

Best used for: Comparing multiple tasks side by side, building a business case for AI adoption, or simply gut-checking whether a task is actually worth automating.

The Scorecard

Fill in the task name and date, then rate each factor from 1 to 5 using the scale provided.

TASK NAME

DATE

1 Repetitiveness
How often do you do this task? (1 = once, 5 = daily)

/5

2 Time Cost
How long does it take manually? (1 = minutes, 5 = hours)

/5

3 Pattern-Based
Does the task follow a predictable pattern? (1 = unique every time, 5 = very formulaic)

/5

4 Error Tolerance
How much room for imperfection? (1 = zero tolerance, 5 = drafts are fine)

/5

5 Data Sensitivity
Can the data be shared with AI tools? (1 = highly confidential, 5 = fully public)

/5

6 Text/Content Heavy
Does it involve writing, summarizing, or transforming text? (1 = not at all, 5 = entirely)

/5

7 Current Pain Level
How much do you dread this task? (1 = enjoy it, 5 = absolute pain)

/5

Total Score

/ 35

What Your Score Means

Find your total score range below to see the recommendation.

28 to 35: Automate immediately.

This is a perfect AI use case. The task is repetitive, time-consuming, pattern-based, and low-risk. Start today. You're leaving hours on the table by doing this manually.

20 to 27: Strong candidate.

AI will likely save you significant time here. Worth experimenting with a tool or prompt to see how much of the task AI can handle. Expect to iterate a few times before it clicks.

12 to 19: Proceed with caution.

AI can help with parts of this task, but not the whole thing. Consider using AI for specific subtasks (like drafting or research) rather than trying to automate the entire workflow.

7 to 11: Probably not worth it.

The setup cost outweighs the benefit, or the task isn't suited for AI. It may involve sensitive data, require too much nuance, or simply not happen often enough to justify the effort.

Compare tasks, not just scores. Run this scorecard on 5 to 10 tasks, then stack-rank them by total score. Start with the highest-scoring task first. That's where you'll see the fastest ROI.

Worked Example

Task: Writing weekly team status updates

Let's walk through a real example. Say you write a weekly status update every Friday summarizing your team's progress, blockers, and next steps. Here's how it scores:

Factor	Reasoning	Score
Repetitiveness	Every single week, same format	5
Time Cost	Usually takes 30 to 45 minutes to compile	3
Pattern-Based	Same structure: accomplishments, blockers, next week	5
Error Tolerance	Internal update, doesn't need to be perfect	4
Data Sensitivity	Project names are internal, but nothing classified	3
Text/Content Heavy	Entirely writing and summarizing	5
Current Pain Level	Not the worst, but definitely tedious	4
Total Score		29 / 35

Verdict: Automate immediately. This task scores 29 out of 35. It's highly repetitive, follows a clear pattern, is text-heavy, and has room for imperfection. A perfect candidate for an AI-assisted workflow. Feed it your notes and bullet points, and let AI draft the update for you to review and send.

Found your best use case? Let's build it.

Now that you know which tasks are worth automating, get the prompts, workflows, and strategies to make it happen.

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