

About you, and how you use AI today

Your work

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| 1. Your job title, and in a sentence what your team is responsible for. | Care Quality Lead. We make sure our six homes meet the standards and keep improving. |
| 2. The three things that eat the most time in your week. | Audit write-ups, the monthly board report, chasing actions by email. |
| 3. One job you would love AI to help with | Turning audit notes into a draft report |
| 4. What would make these eight weeks worth it for you? | Getting a day a month back from reporting. |

Your AI today

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| 5. Which AI tools do you use today? | ChatGPT, Something else: the AI built into our care records system |
| 6. How often do you use AI for work? | Weekly |
| 7. Where are you today? | I ask it questions, like a chatbot |

How often you use AI for each of these

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| 8. Clearing or triaging your inbox | Tried once or twice |
| 9. Preparing for a meeting | Tried once or twice |
| 10. A morning briefing | Never |
| 11. Drafting a document or email from rough notes | Sometimes |
| 12. Building a slide deck or presentation | Never |
| 13. Summarising a long document or report | Sometimes |
| 14. Analysing data or a spreadsheet | Tried once or twice |
| 15. Researching a topic, company or market | Tried once or twice |
| 16. Turning notes or a call transcript into clear actions | Never |
| 17. Organising your files or notes | Never |
| 18. Building a reusable skill or saved prompt | Never |
| 19. Building a simple tool, form or web page | Never |