

TEMPLATE

The AI vs Human Task Split Worksheet

Work through a real workflow step by step and decide, deliberately, what AI should and shouldn't own.

FORMAT

1 worksheet

TIME

30-40 min

WHO IT'S FOR

Teams deciding which parts of a workflow should be automated with AI

USE IT WHEN

Use when redesigning a workflow and deciding what AI should own versus a person.

01 Task

- What's the specific task, broken into its smallest useful step?

- Is this a judgement call or a repeatable pattern?

- How often does this task actually happen?

02 Stakes

- What happens if this step is done wrong?

- Is that mistake easy to catch, or does it hide until later?

- Who's affected if it goes wrong?

03 Confidence

- How reliably can AI do this step today?

- What would you need to see to trust it fully?

- What's the failure pattern when it does go wrong?

04 Split

- Should AI do this alone, draft it for review, or stay out of it entirely?
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- Where exactly does the human check happen?
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- What would move this task to more AI ownership over time?
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This resource is deliberately lightweight. Adapt the language to your context and capture the decisions that follow.