

THE AI OPPORTUNITY MATRIX

Categorize your tasks.
Find the leverage.
Work smarter — not harder.

THE CONCEPT

Not every task should go to AI. Not every task should stay manual. The AI Opportunity Matrix helps you sort your actual work into three categories so you know exactly where AI creates leverage — and where it does not.

THE THREE CATEGORIES

● ACCELERATE

AI does the heavy lifting. You review and refine. These are drafting, research, formatting, and repetitive tasks where AI saves significant time and the stakes of a minor error are low.

● ASSIST

AI helps, you verify. These are analysis, recommendations, and judgment-adjacent tasks where AI output needs your expertise to validate. Think of AI as a first draft you would never ship without review.










● AVOID

Keep AI out. These involve confidential data, high-stakes decisions, real-time human interaction, or tasks where your personal judgment IS the value. AI cannot replace your presence or your accountability here.

HOW TO FILL IT OUT

1. List 20–30 tasks from your typical work week. Do not overthink it — brain dump.
2. Categorize each task as Green, Amber, or Red. Trust your gut on the first pass.
3. Note the context AI would need for Green tasks. What would you tell a new hire?
4. Note the verification you would need for Amber tasks. What would you check before trusting the output?

AI Opportunity Matrix – Examples

Category	Task	AI Role	Your Role
 Accelerate	Draft weekly status email	Write first draft from bullet points	Review tone, add personal context, send
 Accelerate	Research competitor pricing	Compile data from public sources	Verify accuracy, draw strategic conclusions
 Accelerate	Reformat report for new template	Restructure content to match layout	Spot-check formatting, approve
 Assist	Analyze quarterly sales trends	Identify patterns, generate summary	Validate insights against business context
 Assist	Write client proposal	Draft based on brief and past proposals	Customize positioning, review claims, finalize
 Assist	Create presentation outline	Suggest structure and talking points	Reorder for audience, add internal-only data
 Avoid	Deliver performance feedback	None — this requires your presence	Full ownership: preparation, delivery, follow-up
 Avoid	Sign contracts or approve spend	None — accountability cannot be delegated	Review, decide, sign
 Avoid	Handle confidential HR matter	None — data sensitivity too high	Full ownership

These are examples. Your categories will depend on your role, industry, and organization's AI policy.

Now you know WHAT to hand to AI.

Ready to learn HOW?

CONNECTED INTELLIGENCE

AI Fluency Course

Module	You Will Build
1. The AI Mindset Shift	AI Opportunity Matrix (you just started this!)
2. How AI Actually Works	Personal AI Framework Map
3. Building Your Context	Your Master Prompt
4. Prompting That Works	Your Prompt Playbook
5. Choosing Your Tools	Your Personal Tool Stack

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