Where does the judgment live in your *business?*

Every job bundles two things together: the **judgment** (knowing what to do and why) and the **producing** (the drafting, checking, formatting, and chasing). AI breaks that bundle. This worksheet maps exactly which side of each job needs to stay yours.

COMPANY _____ DATE _____

PART 1

1 Your Core Work Centers

A work center is a coherent body of work with a clear output. Write down your top five. Then, mark each side of the work as either **R** (Required — it absolutely needs human judgment) or **H** (Habitual — we only do it this way because we always have).

WORK CENTER	WHERE THE JUDGMENT LIVES	WHAT THE PRODUCING INVOLVES	JUDGMENT (R / H)	PRODUCING (R / H)
EXAMPLE *Winning new business*	*Reading the client's real problem and assessing willingness to pay*	*Pulling specs, building quote sheets, formatting proposals*	**R**	**H**
			R H	R H
			R H	R H
			R H	R H
			R H	R H
			R H	R H

ELIMINATE
High-volume, rule-based, one clear right answer. AI handles end-to-end.

REDESIGN
AI drafts and proposes. You direct, review, and decide.
START HERE

RETAIN
The human element is the core value. Draw this boundary explicitly.

CREATE
New capabilities that didn't exist before. Don't start here.

Adapted from the Work Center Framework in *Workforce Intelligence* (Sullivan & Gidwaney, Wiley 2026).

PART 2

2 What Has Actually Changed

The only measurement that matters: what can your business do now that it could not do a year ago, without adding hours? Be specific (e.g., "We now send quotes in four hours instead of four days").

WHAT WE CAN NOW DO THAT WE COULD NOT DO BEFORE	SINCE WHEN	WHO OWNS IT

PART 3

3 One Honest Question

Look back at Part 1. Of everything you marked **H** (Habitual), which piece of work will you redesign first?

The specific workflow I will start with:	
Who will own it: (One name. Requires just 45 minutes a month.)	
Who checks the output: (And against what standard?)	

> **Want a second set of eyes on your answers?** Talk to the Focus HR team at focushr.net.