

What AI at work actually means

DO TODAY

Open the app you use most for work.

Spend five minutes looking for a button, panel or menu item with an AI name on it. Write down what you found, or write down that you found nothing. Both are useful and the second one is common.

THE STEPS, IN BRIEF

- 1 The first kind is a chatbot.
- 2 The second kind is an assistant built into software you already use.
- 3 The third kind is automation somebody set up.
- 4 Now apply the difference that matters.
- 5 Take the last piece of work you handed over to any of the three.

WHERE IT USUALLY GOES WRONG

You cannot tell whether the thing in your email is an assistant or automation.

Ask whether it waits for you.

Somebody tells you it is "all the same underneath".

Underneath, often yes.

WHAT HAPPENED

ONE THING TO TRY NEXT

Is it safe to put this in? — 14 minutes. howtobedigital.com/learn/ai/is-it-safe-to-put-this-in/