

Sort your AI tools. Find your first AI job.

A worksheet from Drag6. Anyone can use it, no email needed. It takes about 18 minutes, and you can do it on your own.

AI changes fast, and keeping up with it is a full-time job. It helps to have a plan for where it fits your business.

This sheet helps you do two things. First, you'll sort the AI tools you pay for into three piles: keep, test or cancel. Then you'll look at one team's week. You'll find the work that gets stuck and pick your first AI job.

You don't need to know much about AI to fill it in. Have your software bills close by, and think of one normal week at work. Write in pencil or type right on the page.

Part	1	2	3	4	5	6	
What you'll do	Sort your AI tools	Find the stuck work	Put a number on it	Set some jobs aside	Pick your top three	Count the hours	Total
Time	5 minutes	5 minutes	3 minutes	1 minute	3 minutes	1 minute	18 minutes

Part 1. Sort the AI tools you pay for (5 minutes)

List every AI tool your company pays for. Count the add-ons too. An add-on is an AI feature you pay extra for inside a tool you already use.

For each tool, finish the sentence "We pay for this so that ___" in the table. Then check one pile.

AI tool	Cost each month (from your bill)	"We pay for this so that ___"	Pile	Owner	One number to watch
	\$		☐ Keep ☐ Test ☐ Cancel		
	\$		☐ Keep ☐ Test ☐ Cancel		
	\$		☐ Keep ☐ Test ☐ Cancel		
	\$		☐ Keep ☐ Test ☐ Cancel		
	\$		☐ Keep ☐ Test ☐ Cancel		
	\$		☐ Keep ☐ Test ☐ Cancel		

WHAT THE PILES MEAN

- **Keep:** The sentence is easy to finish. Give the tool an owner and one number to watch. The owner is the one person who checks that it's working. The number could be the hours a weekly report takes.
- **Test:** The sentence is fuzzy. The owner writes down the task, tries the tool on it for 30 days and reports back.
- **Cancel:** Nobody can finish the sentence.

My count: Keep _____ Test _____ Cancel _____

Part 2. Find the stuck work (5 minutes)

Pick one team and one normal week. Think of times work got dropped, redone or delayed. Those are the best places to look for your first AI job.

- **Dropped** means work fell through the cracks, like a follow-up nobody sent.
- **Redone** means work got done twice, like typing the same numbers into two systems.
- **Delayed** means work had to wait, like a customer waiting for an answer because the one person who knows is busy.

Team: _____ The week I'm thinking of: _____

Fill in the first four boxes on each line now. You'll fill in the last two boxes in Parts 3 and 4.

#	What kind?	What happened	Hours a week it costs each person	People it touches	Yearly value (Part 3)	Not yet? (Part 4)
A	☐ Dropped ☐ Redone ☐ Delayed				\$	☐
B	☐ Dropped ☐ Redone ☐ Delayed				\$	☐
C	☐ Dropped ☐ Redone ☐ Delayed				\$	☐
D	☐ Dropped ☐ Redone ☐ Delayed				\$	☐
E	☐ Dropped ☐ Redone ☐ Delayed				\$	☐

Part 3. Put a number on it (3 minutes)

For each line, multiply three numbers. Write the answer in the "Yearly value" box.

Hours a week _____ × People _____
× Rate \$ _____ = \$ _____ a year

Your rate is what one hour a week of one person's time costs a company in a year. That's pay plus benefits. Pick it by how many people work at your company. If you know your own cost for an hour of work, use it × 48.

Workers	Rate
1 to 49	\$1,807
50 to 99	\$1,969
100 to 499	\$2,302
500 or more	\$3,249

This number shows what the time costs you. It turns into money only when the time goes to better work, like serving customers. The math and the source are at the bottom of the page.

WHERE THE NUMBERS COME FROM

- Each rate = 1 hour × 48 weeks × the cost of one hour of work, pay plus benefits, at private companies that size.
- 1 to 49 workers: 1 × 48 × \$37.64 = \$1,806.72, about \$1,807. 50 to 99: 1 × 48 × \$41.03 = \$1,969.44, about \$1,969.
- 100 to 499: 1 × 48 × \$47.96 = \$2,302.08, about \$2,302. 500 or more: 1 × 48 × \$67.68 = \$3,248.64, about \$3,249.
- Source: U.S. Bureau of Labor Statistics, Employer Costs for Employee Compensation, Table 6, June 2026, released Sep 9, 2026. bls.gov/news.release/ecec.t06.htm. BLS counts workers per worksite.
- 48 working weeks is our guess: 52 weeks minus about 4 weeks for holidays and time off.
- These numbers show the value of staff time at what you pay for it. They aren't a promise of savings.

Part 4. Set some jobs aside for now (1 minute)

Some jobs should wait. Go back to your Part 2 table. Check the "Not yet?" box on any line where either of these is true.

- **The process is broken.** A process is the steps your team follows to get the work done. Fix the steps first, or AI will make the mess faster.
- **The job touches customer data, and you don't have rules yet for which tools can see it.** Write those rules first.

What has to happen before a not-yet job can start:

Part 5. Pick your top three (3 minutes)

Find the three lines in your Part 2 table with the biggest yearly value. Skip any you checked as not yet. Write those three in the table below.

A "before" number is something you can count today, like minutes per task or mistakes a month. Write it down now so you can tell in 90 days if it changed. If nobody can own a job, don't start that one yet.

Job	Owner	"Before" number	Which written steps change if it works
1.			
2.			
3.			

Part 6. Count the hours (1 minute)

Doing job 1 well takes an owner, a few hours a week and 90 days of checking if the time comes back. The owner usually still has a full day job. When the two compete, the day job tends to win.

How many hours a week can the owner of job 1 give this, on top of their day job?
_____ hours

Write a real number. If it's small, it's better to know that today.

Your next step

You now have a sorted tool list and three jobs ranked in your own numbers. You can start job 1 on your own with this sheet. If you'd like a second set of eyes on your list, talk it through with Jason Swafford at Drag6.

Book a 30-minute call

→ calendar.app.google/7W2BbZboBpb7ct7n8