Keep the agency

Your worksheet for the keynote Automate the work, keep the agency

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1 Two tasks

One task I never want to do again

One task I would never hand to anyone

2–5 Your week, task by task

One row per task. Fill in each column as we reach it in the talk.

Task (go small) Exercise 2	Hours/week Exercise 2	Move Exercise 3	Judgment test: any yes? Exercise 4	Autonomy Exercise 5	Owner Exercise 5
			☐ Context ☐ Consequence ☐ Direction ☐ Craft	☐ A ☐ S ☐ Au	
			☐ Context ☐ Consequence ☐ Direction ☐ Craft	☐ A ☐ S ☐ Au	
			☐ Context ☐ Consequence ☐ Direction ☐ Craft	☐ A ☐ S ☐ Au	
			☐ Context ☐ Consequence ☐ Direction ☐ Craft	☐ A ☐ S ☐ Au	
			☐ Context ☐ Consequence ☐ Direction ☐ Craft	☐ A ☐ S ☐ Au	
			☐ Context ☐ Consequence ☐ Direction ☐ Craft	☐ A ☐ S ☐ Au	
			☐ Context ☐ Consequence ☐ Direction ☐ Craft	☐ A ☐ S ☐ Au	
			☐ Context ☐ Consequence ☐ Direction ☐ Craft	☐ A ☐ S ☐ Au	

Judgment test: any yes means keep it human, or AI-augment with you making the final call. Autonomy (only for tasks marked AI-augment or automate): A = assisted · S = supervised · Au = autonomous. Owner: if no name fits, the task isn't ready to hand over.

The eight moves

01	Eliminate	Does it need to exist at all?	05	AI-augment	Could AI help while I stay in charge?
02	Simplify	Could it take fewer steps?	06	Automate	Is it routine, rule-based and low-risk?
03	Standardize	Same way every time, with a template?	07	Redesign	Does the whole way it works need to change?
04	Delegate	Is someone else better placed to do it?	08	Keep human	Does it depend on my judgment or values?

Rule: no "automate" until you've asked the first three.

Front: decide · Back: commit

6 Time back, agency forward

Hours freed this week

What they're for: one decision, relationship or piece of creative work only I can do

With your neighbour

One task I'll eliminate

One task I'll keep human

7 One task, one week

My one task

I'll know it worked if

I'll stop if

Check-in date (one week from today)

Three habits for managing AI

1 Ask for options, not answers. "Give me three approaches" before anything gets done.

2 Ask it to explain its reasoning. Have it say why before it acts.

3 Set check-in points. Decide where it must stop and ask you.

And before any of it: write your own ideas first.

Keep thinking about this.

Scan for the digital worksheet and Design Choice, my monthly newsletter on how work is changing and who gets to shape it.

mahsarezaei.com/keep-the-agency

Want this for your team?

I run Keep the agency as a hands-on workshop. mahsarezaei.com/speaking

Stop is a valid result.

Mahsa Rezaei · Future of work architect · TEDx speaker · Two-time impact founder

Also by Mahsa: Her Future Ready (for women navigating change) · Intelligent Nest Institute (for organizations redesigning work)

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