

PLANNER

The 90-Day Workplace AI Integration Planner

Your Personal Roadmap to Becoming
an AI-Ready Professional

VENOGIYAN

Your Partner in Intelligent Business Transformation
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"Regular AI usage is sharply higher for employees that receive at least five hours of training and have access to structured coaching."

"— BCG AI at Work Survey, 2025"

How to Use This Planner

This planner is structured across three 30-day phases, each building on the last. Each phase contains weekly focus areas, daily action prompts, reflection questions, and a tracking system for your progress. You can work through it digitally or print it and complete it by hand.

The rules are simple:

1. Complete each week before moving to the next.
2. Be honest in your reflections — this planner is for you, not your manager.
3. Celebrate small wins. Progress compounds.

Before You Begin: Your Baseline Assessment

Complete this before Day 1. Return to it at Day 30, Day 60, and Day 90 to measure your growth.

Current AI Familiarity

Rate yourself honestly from 1 (no experience) to 5 (confident daily user):

Area	Score (1–5)	Notes
I understand what AI tools can and cannot do		
I have used at least one AI tool in the past month		
I can identify 3+ tasks in my role that AI could help with		
I feel comfortable experimenting with new technology		
I have shared an AI tip or tool with a colleague		

Your Baseline Total: _____ / 25

Your Starting Mindset

Answer these questions honestly before beginning:

What is your biggest concern about AI in your workplace?

What is the task in your current role that takes the most time but feels the least rewarding?

If AI could give you back 5 hours per week, what would you do with that time?

PHASE ONE: DAYS 1–30

Awareness & Exploration

Phase Goal: Build foundational AI literacy and identify your highest-value AI opportunities.

Phase Mindset: *Curiosity over competence. You are not here to be an expert. You are here to explore.*

WEEK 1: Understanding the Landscape

Weekly Focus: Learn what AI actually is (and isn't) in the context of your work.

Monday — The Big Picture

Read or watch one piece of content about AI in your specific industry. Search: "AI in [your industry] 2025". Spend no more than 30 minutes.

What surprised you most?

Tuesday — The Tool Landscape

Visit one of these free AI tools and spend 15 minutes exploring it without any specific goal:

- ChatGPT (chat.openai.com)
- Claude (claude.ai)

- Perplexity AI (perplexity.ai)

Which tool did you try? What was your first impression?

Wednesday — The Task Audit

List every task you completed today. Next to each one, write A (Automate), U (Augment), or H (Human-only).

Task	Category	Notes
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Thursday — The Conversation

Ask one colleague: *"Have you tried any AI tools at work? What did you think?"* Listen without judgement.

What did they say?

Friday — Week 1 Reflection

What is the single most time-consuming task in your role right now?

Could AI help with any part of it? How?

Week 1 Score: How many days did you complete an action? _____ / 5

WEEK 2: Your First AI Experiment

Weekly Focus: Use one AI tool to complete a real work task.

Choose your experiment task: Pick one task from your audit that falls in the "Augment" category. This will be your focus for the week.

My experiment task: _____

Monday — Prompt Basics

Learn the art of the prompt. A good AI prompt has three parts:

1. **Context** — Who you are and what you need
2. **Task** — What you want the AI to do
3. **Format** — How you want the output presented

Example: "I am a marketing coordinator at a mid-size retail company. Please write a 150-word email to our customer list announcing a 20% summer sale. Use a friendly, upbeat tone and include a clear call to action."

Write your first prompt for your experiment task:

Tuesday — Run the Experiment

Use your prompt. Save the output. Do not edit it yet — just observe.

What did the AI produce? Was it useful, partially useful, or not useful?

Wednesday — Refine and Improve

Revise your prompt based on what you learned. Try at least two variations.

What changed when you refined the prompt?

Thursday — Compare

Complete the same task the traditional way (without AI). Time both approaches.

Method	Time Taken	Quality (1–5)	Effort (1–5)
Traditional			
AI-assisted			

Friday — Week 2 Reflection

What did this experiment teach you about AI's strengths and limitations?

Would you use AI for this task again? Why or why not?

Week 2 Score: _____ / 5

WEEK 3: Expanding Your Toolkit

Weekly Focus: Explore AI tools specific to your role and industry.

Monday — Role-Specific Research

Search for "best AI tools for [your job title] 2025". Identify three tools you have not tried.

Tool	What It Does	Relevance to My Role (1–5)
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Tuesday — Tool Trial 1

Try the highest-rated tool from your list for 20 minutes on a real task.

First impressions:

Wednesday — Tool Trial 2

Try the second tool on your list.

How does it compare to the first?

Thursday — Build Your AI Toolkit

Based on your experiments, choose your personal AI toolkit — the two or three tools you will commit to using regularly.

My AI Toolkit:

1. _____
2. _____
3. _____

Friday — Week 3 Reflection

What has been the most surprising discovery so far?

Week 3 Score: _____ / 5

WEEK 4: Sharing and Consolidating

Weekly Focus: Teach what you know and document your progress.

Monday — Write Your First AI Win

Describe one specific instance where AI saved you time or improved your work this month. Be specific: what task, which tool, how much time saved, what the output was.

My first AI win:

Tuesday — Share It

Share your AI win with one colleague, your manager, or on your team's communication channel. Keep it brief and specific.

How did they respond?

Wednesday — Identify Your Next Opportunity

Based on your first month, identify the single highest-value AI opportunity remaining in your role.

My next big AI opportunity:

Thursday — Set Phase 2 Goals

Write three specific, measurable goals for the next 30 days.

1. _____
2. _____
3. _____

Friday — Phase 1 Review

Return to your baseline assessment and re-score yourself:

Area	Baseline Score	Phase 1 Score	Change
Understanding AI capabilities			
Recent AI tool use			
Identifying AI opportunities			
Comfort with experimentation			
Sharing AI knowledge			
Total			

What is the most important thing you learned in Phase 1?

PHASE TWO: DAYS 31–60

Integration & Habit Building

Phase Goal: Make AI a consistent part of your daily workflow and begin influencing your team.

Phase Mindset: *Consistency over intensity. Small daily habits compound into transformation.*

WEEK 5: Building Daily AI Habits

Weekly Focus: Establish a daily AI practice that fits naturally into your workflow.

The Daily AI Habit Stack:

Each morning this week, before starting your main work, spend 5 minutes asking an AI tool one question relevant to your day. It could be:

- "Summarise the key points from this document"
- "What are three ways I could approach this problem?"
- "Draft a quick agenda for my meeting this afternoon"

Monday: Question asked: _____ Time saved: _____ mins

Tuesday: Question asked: _____ Time saved: _____ mins

Wednesday: Question asked: _____ Time saved: _____ mins

Thursday: Question asked: _____ Time saved: _____ mins

Friday: Question asked: _____ Time saved: _____ mins

Total time saved this week: _____ minutes

WEEK 6: AI for Communication

Weekly Focus: Use AI to improve the quality and speed of your written communications.

This week, use AI to assist with every significant piece of written communication — emails, reports, proposals, messages. Track the impact.

Communication Type	AI Used?	Time Saved	Quality Improvement?
Email (external)			

Communication Type	AI Used?	Time Saved	Quality Improvement?
Email (internal)			
Report / document			
Presentation			
Meeting notes			

What communication task benefited most from AI assistance?

WEEK 7: AI for Research and Analysis

Weekly Focus: Use AI to accelerate information gathering and analysis.

Monday — Research Acceleration

Use Perplexity AI or ChatGPT to research a topic relevant to your work. Compare the time taken to your usual research process.

Topic researched: _____

Traditional research time: _____ minutes

AI-assisted research time: _____ minutes

Quality comparison: _____

Wednesday — Data Summarisation

Use AI to summarise a long document, report, or email thread that you need to understand.

Document summarised: _____

Was the summary accurate and useful? _____

Friday — Analysis Reflection

How has using AI for research and analysis changed how you approach information-heavy tasks?

WEEK 8: Influencing Your Team

Weekly Focus: Begin actively sharing AI knowledge and use cases with colleagues.

Monday — Identify Your AI Allies

Who in your team is most open to AI experimentation? Who is most resistant? Map your team's AI readiness.

Colleague	AI Readiness (1–5)	Best Approach
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Wednesday — Run an Informal Demo

Show one colleague a specific AI tool solving a specific problem they have. Keep it under 10 minutes. Focus on their problem, not the technology.

Who did you demo to? _____

What problem did you solve? _____

Their reaction:

Friday — Phase 2 Mid-Point Reflection

What is the biggest shift in how you work since starting this planner?

What resistance have you encountered — from yourself or others — and how have you handled it?

PHASE THREE: DAYS 61–90

Leadership & Systemic Change

Phase Goal: Move from personal AI user to organisational AI champion. Begin influencing workflows, not just tasks.

Phase Mindset: *Individual habits become team culture when they are shared, documented, and celebrated.*

WEEK 9: Mapping Workflow Opportunities

Weekly Focus: Identify AI opportunities at the team or department level, not just the individual level.

The Workflow Audit:

Map your team's three most time-consuming recurring workflows. For each, identify where AI could reduce time, improve quality, or eliminate steps entirely.

Workflow	Current Time/Week	AI Opportunity	Estimated Time Saved
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Write a one-paragraph proposal for the highest-impact opportunity:

WEEK 10: Building the Business Case

Weekly Focus: Quantify the value of AI adoption in your team.

Using data from your first 60 days, complete this value summary:

My Personal AI Impact (Days 1–60):

Metric	Amount
Total time saved per week	_____ hours
Tasks now AI-assisted	_____
Colleagues introduced to AI	_____
Quality improvements documented	_____

Projected Team Impact (if adopted by whole team):

Metric	Projection
Time saved per week (team)	_____ hours
Estimated monthly productivity value	\$_____
Estimated annual productivity value	\$_____

Present this data to your manager this week. Schedule a 15-minute conversation.

Manager's response:

WEEK 11: Formalising the Practice

Weekly Focus: Create resources that outlast your personal involvement.

Monday — Write an AI Best Practices Document

Create a one-page document for your team covering:

- The three AI tools most relevant to your team's work
- The three highest-value use cases you have identified
- Tips for writing effective prompts
- Common mistakes to avoid

Document created: Yes / No

Wednesday — Create an AI FAQ

Based on questions and concerns you have heard from colleagues, write a simple FAQ document addressing the five most common concerns about AI in your workplace.

FAQ created: Yes / No

Friday — Share Both Documents

Share your Best Practices document and FAQ with your team and manager.

Shared: Yes / No

Response received: _____

WEEK 12: The 90-Day Review

Weekly Focus: Reflect, measure, and plan the next 90 days.

Final Baseline Comparison:

Area	Day 1 Score	Day 90 Score	Total Growth
Understanding AI capabilities			
Recent AI tool use			
Identifying AI opportunities			
Comfort with experimentation			
Sharing AI knowledge			
Total			

Your 90-Day Achievements:

The AI tool I use most regularly: _____

The task where AI has had the biggest impact on my work:

The colleague I have influenced most:

The workflow change I am most proud of:

The biggest challenge I overcame:

Your Next 90-Day Goals:

1. _____

2. _____

3. _____

Closing: You Are Now an AI-Ready Professional

Ninety days ago, you made a decision to engage with AI rather than avoid it. That decision — and the consistent daily actions that followed — has made you something genuinely valuable in today's workplace: an employee who understands AI, uses it effectively, and helps others do the same.

The data is clear: organisations that invest in their people to reshape workflows around AI generate dramatically more value than those that simply deploy tools. You are now part of that value creation.

The next 90 days are yours to define.

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About Venogiyen

Venogiyen is an AI-powered business transformation company helping organisations and individuals navigate the intelligent future of work. Through premium knowledge resources, bespoke automation solutions, and strategic advisory, Venogiyen empowers businesses to eliminate tedious work and multiply their results.

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