

## LESSON 32 WORKBOOK

### Measuring AI Productivity

#### Module 4: Advanced AI Skills

|                      |  |        |                                        |
|----------------------|--|--------|----------------------------------------|
| Name                 |  | Date   |                                        |
| Productivity Project |  | Status | ■ Not Started ■ In Progress ■ Complete |

### Lesson Purpose

Learn how to measure the impact of AI on your work by tracking time saved, quality improvements, costs, revenue, efficiency, and overall business performance using meaningful productivity metrics.

### Before You Begin

- I completed Lesson 31.
- I understand my current workflow.
- I will measure AI results using real data rather than assumptions.

### My Main Goal

---

---

---

---

---

## Exercise 1

List five productivity metrics you can use to evaluate the impact of AI on your work or business.

---

---

---

---

## Exercise 2

Compare your workflow before and after using AI. Estimate time saved, quality improvements, and efficiency gains.

---

---

---

---

## Exercise 3

Create a simple dashboard showing the KPIs you will track each week or month to measure AI success.

---

---

---

---

## Practical Productivity Activity

Choose a real AI-assisted project and record your baseline results, AI-assisted results, lessons learned, and future improvements. Measure factors such as time saved, output quality, customer satisfaction, or revenue growth.

---

---

---

---

---

## Prompt Practice

Prompt: "Act as a productivity analyst. Review my workflow, identify measurable KPIs, estimate the impact of AI on efficiency, and recommend improvements I should implement over the next 30 days."

---

---

---

---

## Key Takeaways

---

---

---

## My Practical Action Step

---

---

---

## Reflection

---

---

---

## Completion Checklist

- Completed all workbook exercises.
- Measured AI productivity using clear KPIs.
- Identified improvements for future projects.
- I am ready for Module 5.

## Next Step

Continue to **Lesson 33 – AI Career Opportunities**.