WORKSHOP 1 - PARTICIPANT NOTES

# Find the Work Worth Improving

The chatbot will help. Keep a few takeaways here. Short notes and "Not sure yet" are fine. You do not need every box. One idea is enough. Use anonymous roles and rounded figures. Do not enter confidential records, credentials or personal data.

OPEN THE WORKSHOP PROMPT

https://agentimpact.ai/prompts/find-work-worth-improving

2026-09-30 - Keep this page for Workshop 4

## 1 - One goal to improve

What business result matters in 3, 6 or 12 months? What would show that it is getting better?

## 2 - Follow the work

What starts this work? What happens next? What does a good finished job look like? Use 3 to 5 short steps. Put a ? where work waits or gets redone.

## 3 and 4 - Ideas worth trying

For each: What would you change? How could it help your goal? What makes you think so? Write "not sure" if you do not know. One useful idea is enough.

### A.

### B.

### C.

## 5 - Check one idea before trying it

If it is wrong, what could happen? Who could check it, and what would they compare it with? Who can approve its use or stop it?

## 6 - My next small step

Which idea will you explore first? What is one small test or fact to collect? Who will do it, and by when? "Not sure" is fine.

Workshop 4 handoff: bring this page or your chatbot's Opportunity Shortlist. Mark uncertain points as unknown. The shortlist is a working view, not a check of company records. To continue in your approved AI chatbot, attach a photo only if permitted and redact names, personal or confidential details first. Ask the chatbot to read back your notes for correction.