

AI Workflow Design Workbook

Turn repeatable tasks into reviewed, useful workflows.



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Fictional editorial pen name • Original learning workbook

ABOUT THIS EDITION

A workbook, not a shortcut.

This original learning workbook is designed for practice. Its 256 pages include short teaching notes, fictional scenarios, structured exercises, comparison tables and space for your own work. It is not 256 pages of continuous textbook prose, a video course or an accredited qualification.

Authorship disclosure. Adrian Vale is a fictional editorial pen name used for this prepared LearnSphere library. No real qualifications, career history, university affiliation or customer results are claimed.

Who it is for. Office professionals who want a practical approach to AI-assisted work without coding.

How to use your copy. Read it on screen or print selected exercises for your personal learning. Keep the source PDF and your completed version separate. Store owners should review and approve this authored starter material and their own licensing/refund terms before a commercial launch.

Scope and limitations. Examples are fictional and are not promises of outcomes. Software interfaces, platform policies and commercial rules can change. Verify current requirements through official sources before implementation. This workbook is general education, not individual financial, legal or medical advice.

Edition 1 / English / A4 PDF / 30 practice units / 6 themed modules

HOW TO USE IT

Eight pages. One useful result.

- 01** Learn the idea: define the topic and decide why it matters.
- 02** Work the case: separate known facts from assumptions.
- 03** Inspect evidence: record observations before drawing conclusions.
- 04** Make a first draft: produce something concrete, not just notes.
- 05** Stress-test it: change the conditions and adapt the draft.
- 06** Compare options: make the trade-offs visible.
- 07** Check quality: use a rubric and record revisions.
- 08** Transfer the skill: choose a next action in your own context.

Work on one unit at a time. A module may take several sessions. There is no required completion speed. Use a separate document when your response needs more space.

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UNIT 01 / CHOOSE A TASK

Task inventory

01 / Learn the idea

Your task: Create a small, clearly labelled working version of **task inventory** for the practice project. It should help one person make or carry out a decision, rather than simply fill a page.

Underlying principle. Start with a frequent, bounded task with observable inputs and an output that someone can evaluate.

Start by identifying the reader or user of the output. Write the question it should answer. List the inputs you have, mark the inputs you are assuming and choose the simplest useful form for the result.

Then prepare a first version with enough detail for another person to inspect. Put uncertain information in a separate note. Ask what would have to be true for your result to be useful, and identify the most important fact to verify next.

Quality lens: Use AI output as a draft, not a source of authority.

Common trap. Do not confuse a polished format with a sound decision. A completed table can still contain unsupported assumptions. A short result with clear reasoning is more useful than a long result that avoids the question.

The question my task inventory should answer

One practical output I will create

UNIT 01 / CHOOSE A TASK

Work the case

02 / A guided example, not a universal answer

A fictional training coordinator receives twenty similar course enquiries a week. They want to draft replies more quickly while keeping names, payment details and confidential documents out of public tools. A human must approve every reply.

Worked approach to task inventory. First, restate the decision in one sentence: “We need a version of task inventory that helps the project team choose the next step.” Use only the stated project facts as known information. Treat unstated costs, reactions and timings as assumptions.

Next, draft a minimal option using existing resources. Compare it with a second option that adds a review or preparation step. The minimal option may be faster, while the second may reveal errors earlier. Choose according to the consequence of a mistake, not the appearance of the document.

A reasonable first recommendation is to prepare a small draft, test it against the most important constraint and revise it before widening its use. This is a provisional process recommendation. It does not establish what a real audience will think or what a live system will do.

What we know	What we still need
The stated goal and project context	Evidence that the chosen approach fits the user
The listed resources and constraints	A realistic estimate for any added step
The specific topic being practised	A review of the draft in its intended setting

My alternative recommendation, and why

UNIT 01 / CHOOSE A TASK

Inspect before you conclude

03 / Evidence lab

List observations relevant to task inventory. For each item, note where it came from and what it can reasonably support. An opinion, an assumption and an observation should not receive the same label.

Observation or input	Source / date	Supported conclusion

The most important missing input

Review question: Would another person be able to trace the conclusion back to the evidence in this table?

UNIT 01 / CHOOSE A TASK

Make a first draft

04 / Deliverable canvas

Build your first version of task inventory. Choose a format that fits the task: a short message, a map, a table, an annotated sketch or a sequence of steps. Use plain labels and identify the intended user.

Purpose and intended user**First draft / sketch / sequence****Assumptions, dependencies and the next check**

UNIT 01 / CHOOSE A TASK

Review what you made

07 / Quality check and revision log

Score each criterion from 1 to 3: 1 = needs work, 2 = usable with revisions, 3 = clear and supported. The score is a practice aid, not proof of professional competence.

Review criterion	Score	Specific change
The purpose is understandable		
Inputs and assumptions are labelled		
The output fits the project constraints		
A reader can follow the reasoning		
The next action is specific		

Focused review: Start with a frequent, bounded task with observable inputs and an output that someone can evaluate.

Revision with the highest practical value