

AI Workflow Operator Workbook

A practical companion for the Kingy AI Workflow Operator Course. Use it to turn one repeated task into a documented, measurable, human-reviewed AI workflow.

1. Workflow Candidate

Task name: _____

Business area: Sales / Marketing / Content / Support / Ops / Finance / Other

Current manual steps:

1. _____

2. _____

3. _____

Frequency per month: _____ Current time per run: _____

2. Automation Fit Check

What should AI draft, classify, summarize, extract, compare, or transform?

What must a human approve before anything is sent, published, billed, or deleted?

What data is sensitive and must stay out of prompts or third-party tools?

Success metric: time saved / quality improved / error reduced / faster response / better visibility

3. Input and Output Spec

Required inputs:

- _____

- _____

Expected output format:

- Bullets / table / JSON / email draft / SOP / checklist / other

Definition of done:

- _____

Prompt and Review Template

4. Reusable Prompt

Role: You are _____.

Task: _____.

Context: _____.

Inputs: {{paste approved inputs here}}

Output format: _____.

Constraints: Do not invent facts. Ask for missing required inputs. Flag uncertainty.

5. Human Review Checklist

Accuracy checked against source material

No private or restricted information exposed

Tone matches brand/customer context

Numbers, names, dates, links, and claims verified

Decision logged or output saved in the right place

6. Error Handling

If AI output is incomplete: _____

If AI output is wrong: _____

If source data is missing: _____

If approval is delayed: _____

SOP Builder

7. Standard Operating Procedure

Workflow owner: _____

Trigger: When _____ happens

Step 1: Collect approved inputs

Step 2: Run the reusable prompt/tool

Step 3: Review using the checklist

Step 4: Save/send/publish only after approval

Step 5: Log result and improvement notes

8. Measurement Log

Baseline time per run: _____

New time per run: _____

Runs per month: _____

Estimated monthly time saved: _____

Quality notes / error notes:

9. Next Iteration

What should be automated next?

What prompt line caused confusion?

What approval step slowed the workflow?

What evidence should be added to make the next run better?