

FREE WORKSHOP GUIDE

The AI Playground Workshop

A simple guide for teams that don't know what they need yet.

It's natural to want clarity before you commit — to debate whether you need prompts, agents, copilots, workflows, digital workers, or AI platforms before doing anything.

There's a faster path.

Play first. Architect later.

The goal is not to find the perfect AI solution. The goal is to discover where people are wasting time — and where AI might help.

STEP 01

What repetitive things do you do every week?

"What is something you do every week that feels boring or repetitive enough that you could explain it to someone else?"

Writing the same emails

Looking for information

Creating status updates

Taking meeting notes

Summarizing documents

Updating spreadsheets

Preparing reports

Creating presentations

TRY THIS

Have your team open Microsoft Copilot, ChatGPT, Claude, Gemini, or another AI tool and ask: "I spend 2 hours every week doing this task. How could AI help me?"



PROMPTING OPPORTUNITY

If AI can immediately help with the task, you found a good prompting opportunity.

STEP 02

What parts of your job do you wish would disappear?

"If you could remove one frustrating part of your job tomorrow, what would it be?"

Scheduling meetings

Updating systems

Chasing approvals

Creating reports

Writing documentation

Copying information between tools

Reading long email chains

TRY THIS

Ask AI: "How would you automate this process?"

PROMPT

Helps me

AGENT

Does it for me

AI AGENT

If the answer involves looking things up, following business rules, or repeating the same process — you may need an agent.

STEP 03

Where could better summaries save everyone time?

"What information should more people know, but they don't — because nobody has time to read everything?"

Meeting notes

Project updates

Status reports

Customer feedback

Ticket summaries

Weekly recaps

TRY THIS

Take a real document and try three prompts:

"Summarize this for an executive."

"Summarize it for a frontline employee."

"Turn it into five action items."



CONTENT GENERATION OPPORTUNITY

If summaries create immediate value, you found a content generation opportunity. These are usually the easiest AI wins.

STEP 04

What work requires multiple tools?

"What tasks make you jump between systems all day?"

Copying data from emails into CRM

Creating tickets from Teams messages

Updating spreadsheets from meetings

Moving information between HR, Finance, and IT systems

Chasing information across multiple applications



TRY THIS

Have someone explain the full process to AI: "Here are all the steps involved."



WORKFLOW OPPORTUNITY

If the task spans Teams, Outlook, CRM, SharePoint, ServiceNow, Jira, or Excel — you found a workflow opportunity. These are often better candidates for agents, automation, and digital workers than simple prompts.

STEP 05

What needs constant human intervention?

"What process keeps breaking because people have to step in and fix it?"

Data entry

Approvals

Routing requests

Ticket assignment

Customer follow-up

TRY THIS

Ask AI: "Where would humans still need to be involved in this process?"



AUTOMATION CANDIDATE

If people only step in to approve, review, or correct obvious mistakes — you may have found a strong automation candidate.

STEP 06

The Magic Wand Test

"If I could hire a digital worker tomorrow, what would you make it do?"

Not "help." Not "assist." Actually do.

Monitor inboxes

Prepare reports

Schedule meetings

Research competitors

Review contracts

Create presentations

Track projects

Follow up on open items



YOUR HIGHEST-VALUE AI OPPORTUNITY

Their answer is usually the highest-value AI opportunity. It often reveals: an AI Agent, a Digital Worker, an AI Workflow, or an Autonomous Agent.

STEP 07

Sort Your Ideas

After brainstorming, put every idea into one of these four buckets.

BUCKET 1

Help Me

- Writing
- Summarizing
- Brainstorming

→ Prompts

BUCKET 2

Do This Task

- Answer questions
- Look things up
- Create tickets
- Follow a process

→ Agents

BUCKET 3

Run This Process

- Approvals
- Employee onboarding
- Customer service workflows
- Cross-system tasks

→ Workflows & Multi-Agent Systems

BUCKET 4

Be My Digital Worker

- Research projects
- Weekly reporting
- Monitoring systems
- Long-running work

→ Digital Workers & Autonomous Agents

THE SIMPLEST DISCOVERY QUESTION

Which of these sounds most like your idea?

"Help me think."

→ Prompt

"Help everybody."

→ Shared Agent

"Do this task."

→ **Business Agent**

"Run this process."

→ **Workflow**

"Be my teammate."

→ **Digital Worker**

"Run in the background and handle it."

→ **Autonomous Agent**

FINAL RULE

Don't start with technology. Start with frustration.

The best AI use cases rarely start with *"We need an agent."* They usually start with *"I hate doing this every week."*

That's where the best ideas come from.

Found something worth building? We'll help you figure out the right tool and scope it fast.

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AI TOOL FINDER

commonlogic.ai/ai-tool-finder