

## AI Automation Prompts

Audit real human workflows and identify what can be automated, partially automated, optimized, or intentionally kept human to maximize efficiency and reduce operational friction.

Difficulty: Intermediate

Model: ChatGPT / Claude

Use Case: Workflow Optimization & Automation Strategy

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Why This Prompt Exists

Most businesses try to automate everything without understanding what should actually be automated.

This creates problems like:

- over-automation of judgment-based tasks
- under-automation of repetitive work
- fragile workflows that break easily
- loss of human oversight where it matters
- misallocated engineering effort

Not all work should be automated.

Some tasks require human judgment, creativity, or accountability.

The real challenge is not automation—it is **\*\*selective automation\*\***.

This framework analyzes real workflows and categorizes each step into: automation, partial automation, optimization, or human retention.

The Prompt

Assume the role of a senior operations analyst and automation strategist specializing in workflow auditing, business process optimization, and human-AI task delegation design.

Your task is to analyze the provided human workflow and determine how it should be transformed using AI and automation tools.

Before generating recommendations, analyze:

- task repetition frequency
- cognitive load of each step
- decision-making complexity
- error sensitivity
- time consumption per task
- dependency on human judgment
- tool compatibility for automation
- risk of automation failure

Then generate the following:

1. Full Workflow Breakdown (Step-by-Step)
2. Task Categorization:
  - Fully Automatable
  - Partially Automatable
  - Optimization Only
  - Must Remain Human
3. Automation Strategy per Step
4. Suggested AI Tools or Systems
5. Workflow Redesign (Optimized Version)

6. Bottleneck Elimination Opportunities
7. Human Role Redefinition (if automation increases)
8. Risk Assessment of Automation
9. Cost vs Efficiency Impact Estimate (qualitative)
10. Recommended Implementation Roadmap

INPUTS:

Workflow Description:

[INSERT WORKFLOW]

Industry:

[INSERT INDUSTRY]

Current Tools:

[INSERT TOOLS]

Volume/Frequency:

[DAILY / WEEKLY / MONTHLY / HIGH VOLUME / LOW VOLUME]

Constraints:

[INSERT LIMITATIONS]

RULES:

- Do not automate judgment-heavy decisions blindly
- Prioritize reliability over speed
- Clearly separate human vs machine responsibilities
- Identify hidden inefficiencies
- Provide practical implementation steps

## How To Use It

- Use this before investing in automation tools or AI systems.
- Audit real workflows, not idealized versions.
- Focus on identifying hidden human decision points.
- Start with partial automation before full automation.
- Re-run analysis after process changes or scaling events.

## Example Input

**Workflow Description:** Customer support email handling, including triage, response drafting, escalation, and follow-up

**Industry:** SaaS company

**Current Tools:** Gmail, Zendesk, Slack

**Volume/Frequency:** High volume daily

**Constraints:** Must maintain high customer satisfaction and avoid incorrect automated responses

## Why It Works

Most automation efforts fail because they treat all tasks equally.

This framework improves outcomes by forcing:

- granular workflow decomposition
- clear separation of cognitive vs mechanical tasks
- risk-aware automation planning
- balanced human-AI collaboration design
- prioritization of reliability over automation volume

Effective automation is not about removing humans.

It is about placing them exactly where they are needed most.

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