

COURSE WORKSHEET 1

AI for Daily Jobsite & Office Tasks

COURSE OVERVIEW SUMMARY

This course introduces practical ways to use AI to reduce administrative burden, improve communication, and create consistency in daily construction workflows. The goal is simple: less time on paperwork, more time leading projects.



WHAT YOU WILL LEARN



Identify where time is lost to administrative tasks
Recognize the information bottlenecks that slow projects down.



Use the Daily Task Framework
Learn how AI helps you Create, Organize, Summarize, and Translate information.



Apply AI to real construction tasks
See live demonstrations for daily reports, meeting notes, and email drafting.



Explore AI through the eyes of different roles
Discover practical applications for every position from laborer to executive.



Start small and build confidence
Learn the One Task Rule and how small wins lead to big results.

THE DAILY TASK FRAMEWORK

Most AI use cases fit into one of these four categories.



CREATE

Build new content.

Examples:

- Daily Reports
- RFIs
- Emails
- Meeting Agendas



ORGANIZE

Structure information.

Examples:

- Action Items
- Punch Lists
- Submittal Logs
- Tracking Lists



SUMMARIZE

Condense information.

Examples:

- Meeting Notes
- Site Walks
- Long Emails
- Specifications



TRANSLATE

Convert for different audiences.

Examples:

- Field to Office
- Technical to Owner
- Superintendent to Executive

WHAT AI CAN DO FOR YOU



Turn rough information...



Into organized, professional content...



So you spend less time on administration...



And more time leading projects and people.

KEY TAKEAWAYS

- ✓ AI reduces repetitive administrative work.
- ✓ AI works best when it improves existing workflows.
- ✓ Most tasks fit into four categories: Create, Organize, Summarize, Translate.
- ✓ Every construction role can benefit from AI.
- ✓ Start with one task, refine the process, and expand.

EXAMPLES OF TASKS YOU CAN IMPROVE WITH AI

- Daily Reports
- Meeting Notes
- Emails
- RFIs
- Submittals
- Owner Updates
- Look-Ahead Plans
- Change Order Narratives
- Schedule Explanations
- Safety Observations
- Punch Lists
- Weekly KPI Summaries



YOUR TURN

Think about your day-to-day responsibilities. Which task takes the most time? You will use that task in the next worksheet.

AI for Daily Jobsite & Office Tasks

STEP-BY-STEP INSTRUCTION GUIDE

Use this simple process to turn raw information into professional, usable outputs with the help of AI.



THE AI TASK PROCESS – 8 SIMPLE STEPS

	1	DEFINE THE TASK Identify the specific task you want AI to help with.	EXAMPLE Create a daily report from field notes.
	2	GATHER YOUR INFORMATION Collect all relevant notes, data, or documents.	EXAMPLE Weather, crew count, work completed, deliveries, safety observations.
	3	WRITE A CLEAR PROMPT Tell AI the role, task, and desired output.	EXAMPLE "Act as a construction superintendent and convert these field notes into a professional daily report."
	4	REVIEW THE AI OUTPUT Read the response and evaluate for accuracy and clarity.	EXAMPLE Check for completeness, tone, and formatting.
	5	REFINE YOUR REQUEST Clarify or add details to improve the output.	EXAMPLE "Add quantities, list equipment used, and include safety topic covered."
	6	REVIEW AGAIN Evaluate the improved response.	EXAMPLE Confirm the output meets your needs.
	7	FINALIZE & USE Copy, format, and use in your workflow.	EXAMPLE Add to daily log, send email, or attach to report.
	8	SAVE & IMPROVE Save strong prompts and refine your process over time.	EXAMPLE Build a library of prompts for future use.

QUICK TIPS FOR SUCCESS

- ✓ Be clear and specific in your prompts.
- ✓ Provide complete and organized information.
- ✓ Tell AI the role you want it to act as.
- ✓ Ask for the output in the format you need.
- ✓ Refine your prompts for better results.
- ✓ Always review and verify important details.
- ✓ Start small and build confidence.

YOUR TASK PLAN

Task I will improve with AI: _____

Information I will provide: _____

Prompt I will use: _____

Expected benefit: _____

When I will test it: _____



REMEMBER

AI is not about replacing your expertise.
AI is about helping you save time, improve quality, and focus on what matters most.

NOTES

Key Takeaway

Start with one repetitive task, improve one workflow, and build from there.

AI reduces repetitive administrative tasks so you can focus on what matters most.



AI works best when it improves the processes you already use.



Most tasks fit into four categories: Create, Organize, Summarize, Translate.



From laborer to executive,
AI can help every
construction professional
communicate better
and work smarter.



One task. One workflow.
Small wins build
confidence and lead
to big results.

1

What repetitive task takes the most of my time each week?

2

Which of the four categories (Create, Organize, Summarize, Translate) will help me the most right now? Why?

3

How will using AI improve the quality of my communication and documentation?

4

What is one small step I can take this week to start using AI in my role?

5

How will I measure success after I start using AI?

[illegible]

I commit to applying AI to _____
starting on _____.

Signature: _____ Date: _____

What is one key insight from this course that you will carry forward?



REMEMBER: AI is not about replacing your expertise.
It is about helping you save time, communicate clearly, and lead with excellence.

