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CAREER UPGRADE WORKBOOK



Turn what you know into skills, proof and visible workplace value.

YOUR PRACTICAL COMPANION

A step-by-step companion to Become the Employee AI Can't Easily Replace.

SEE. CHOOSE. PRACTISE. PROVE. SHOW.

WELCOME

This Workbook Has One Job

To help you take action.

The main guide explains how to stay valuable in an AI-driven workplace. This workbook helps you do the work. You will examine your role, choose one useful improvement at a time, practise safely, measure what changed and collect proof of your growing value.

THE SIMPLE RULE

Do not try to finish this workbook in one sitting. Complete one worksheet, use the result in real life, then return for the next step.

What this workbook will help you produce

- A clear picture of the work you do now
- A map of tasks AI can support and tasks that need your human judgement
- One carefully chosen skill-upgrade goal
- A safe, repeatable AI-assisted workflow
- Evidence of time saved, quality improved or problems prevented
- A short value statement you can use in reviews, interviews or applications
- A practical four-week action sprint that feeds into your separate 90-day plan

IMPORTANT BOUNDARY

This workbook is for career development. Never paste confidential company, customer, employee, financial, medical, legal or security information into an AI tool unless your organisation has approved that tool and the exact use.

HOW TO USE IT

Your Five-Step Upgrade Path

STEP	WHAT YOU DO	WHAT YOU LEAVE WITH
1. SEE	Understand your role and where time goes.	A role-and-task map.
2. CHOOSE	Select one valuable task or skill to improve.	One focused upgrade goal.
3. PRACTISE	Use AI with clear instructions and human checks.	A repeatable workflow.
4. PROVE	Compare before and after; save evidence.	A value proof record.
5. SHOW	Explain your contribution clearly.	A strong career value statement.

What you need

- ☐ The main guide
- ☐ A pen or a digital note-taking app
- ☐ Access to an employer-approved AI tool, if available
- ☐ One real, low-risk work task to practise with
- ☐ Thirty to forty-five minutes, two or three times a week

IF YOU ARE JOB-SEEKING

Use a past role, volunteer responsibility, business task, school project or realistic sample task. The goal is still the same: create evidence that you can think, improve work and use AI responsibly.

QUICK START

Your Upgrade Promise

COMPLETE THIS SENTENCE

A goal becomes easier to follow when you can say it in one simple sentence.

SIMPLE EXAMPLE

Over the next four weeks, I will learn to use AI to draft the first version of my weekly report, while I remain responsible for checking every fact and making the final decisions.

Over the next four weeks, I will learn to use AI to _____

so that I can _____.

I will remain responsible for _____.

My reason for doing this now

My completion date

Date: _____

My accountability person (optional)

Name: _____

PART 1 • SEE

Worksheet 1: My Role in Plain Language

Before you improve your work, you must be able to explain what your work is.

EXPLAIN IT SIMPLY

Write as though you are explaining your job to a bright five-year-old. Avoid job titles and office language.

SIMPLE EXAMPLE

I help customers solve problems so they can keep using our service happily.

I help...

The people who depend on my work are...

They need me to...

CHECK YOURSELF

Could someone outside your industry understand what you wrote? If not, replace technical words with everyday words.

PART 1 • SEE

Worksheet 2: What I Actually Do

LIST REAL TASKS

Think about a normal week. Include small tasks, repeated tasks, thinking tasks and people tasks.

TASK I DO	HOW OFTEN?	ABOUT HOW LONG?	WHO USES THE RESULT?

Circle or highlight:

- ☐ The task that takes the most time
- ☐ The task I repeat most often
- ☐ The task where mistakes matter most
- ☐ The task that depends most on my judgement
- ☐ The task that other people complain about or wait for

PART 1 • SEE

Worksheet 3: My Task Traffic Lights

GREEN • YELLOW • RED

GREEN: AI may help with a first draft or routine step. YELLOW: AI may help, but strong checking is required. RED: keep AI out unless your organisation has approved the use and safeguards.

MY TASK	COLOUR	WHY?	THE HUMAN MUST STILL...
Example: Draft meeting summary	Yellow	The draft may miss context.	Check decisions, owners and dates.

My safest starting task is:

PART 1 • SEE

Worksheet 4: The Value Behind Each Task

FIND THE REAL PURPOSE

A task is not valuable just because it is busy. Ask what good result it creates.

SIMPLE EXAMPLE

Task: prepare a report. Real value: help leaders notice problems early and make better decisions.

TASK	WHAT GOOD RESULT DOES IT CREATE?	WHAT HAPPENS IF IT IS DONE BADLY?

KEY IDEA

AI can make an activity faster. Your career value grows when you understand the result the activity is meant to create.

PART 1 • SEE

Worksheet 5: My Human Advantage

Tick the strengths people already trust you for. Then add proof.

HUMAN STRENGTH	TICK	ONE REAL EXAMPLE
Good judgement	☐	
Clear communication	☐	
Empathy and listening	☐	
Problem-solving	☐	
Creativity	☐	
Leadership and influence	☐	
Context and experience	☐	
Ethics and responsibility	☐	

The human strength I most want to strengthen is:

PART 2 • CHOOSE

Worksheet 6: Find the Best Upgrade Opportunity

USE FOUR FILTERS

Choose a task that is frequent, time-consuming, important and safe enough for practice. The best first project is useful but not dangerously sensitive.

POSSIBLE TASK	REPEATED OFTEN?	TAKES TIME?	MATTERS?	SAFE TO TEST?
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

The one task I choose is:

I chose it because:

PART 2 • CHOOSE

Worksheet 7: Define “Better”

DO NOT CHASE “USE AI.”

AI use is not the goal. A better result is the goal. Decide what better means before you begin.

- ☐ Faster: the task takes less time
- ☐ Clearer: the result is easier to understand
- ☐ More accurate: fewer errors survive the final check
- ☐ More complete: important points are less likely to be missed
- ☐ More consistent: the quality does not change wildly
- ☐ More useful: the result helps someone act or decide

For my chosen task, “better” means:

I will know it is better when:

PART 2 • CHOOSE

Worksheet 8: Build One SMART Upgrade Goal

SMART simply means your goal is clear enough to act on and easy enough to check.

LETTER	SIMPLE QUESTION	MY ANSWER
S • Specific	What exactly will I improve?	
M • Measurable	What number or evidence will show progress?	
A • Achievable	Can I reasonably do this with my time and tools?	
R • Relevant	Why does this matter to my work or next role?	
T • Time-bound	When will I finish the first test?	

EXAMPLE GOAL

Within four weeks, I will create and test an AI-assisted first-draft process for my weekly report, reduce drafting time from two hours to one hour, and keep a 100% human fact-check before submission.

My SMART upgrade goal:

PART 2 • CHOOSE

Worksheet 9: My Smallest Useful Experiment

START SMALL

Do not redesign your whole job. Test one small part of one task with low-risk or invented information.

SIMPLE EXAMPLE

Instead of asking AI to produce a complete client proposal, test whether it can turn a list of non-confidential notes into a clear outline.

The small step I will test:

The information I will use:

Why this information is safe to use:

The result I expect:

PART 3 • PRACTISE

Worksheet 10: Choose the Right Kind of Help

AI can play different helper roles. Choose only the help you need.

HELPER ROLE	PLAIN MEANING	SAMPLE REQUEST
Explainer	Makes a difficult idea easier.	Explain this policy in simple language.
Brainstormer	Suggests possibilities.	Give me ten subject-line ideas.
Organiser	Sorts messy notes.	Group these points under clear headings.
First-draft partner	Creates a starting version.	Draft an outline from these approved facts.
Reviewer	Looks for gaps or confusion.	What questions would a reader still have?
Practice partner	Helps you rehearse.	Act as an interviewer and ask one question at a time.

For my experiment, I need AI to act as a:

PART 3 • PRACTISE

Worksheet 11: Build a Clear Prompt

THE FIVE-PART PROMPT

ROLE + TASK + CONTEXT + RULES + OUTPUT. You do not need fancy language. You need clear instructions.

PART	QUESTION	MY WORDS
Role	Who should the AI act like?	
Task	What exactly should it do?	
Context	What does it need to understand?	
Rules	What must it include, avoid or check?	
Output	What shape should the answer take?	

Put the five parts together:

PART 3 • PRACTISE

Worksheet 12: Prompt Makeover

Weak prompt:**BEFORE**

Write a report.

Clearer prompt:**AFTER**

Act as a business-writing assistant. Using only the non-confidential bullet points I provide, draft a one-page weekly update for my manager. Use the headings Progress, Problems, Next Steps and Support Needed. Keep the tone professional. Do not invent facts. Mark missing information as [CHECK].

My weak first instruction:

My clearer five-part prompt:

PART 3 • PRACTISE

Worksheet 13: The Safe-Use Check

Complete this check before you paste information into any AI tool.

- ☐ I know whether my organisation allows this AI tool.
- ☐ I removed names and details that can identify people.
- ☐ I removed passwords, access codes and security information.
- ☐ I removed confidential business, customer and financial information.
- ☐ I removed private employee, medical or legal information.
- ☐ I am using invented or approved information where possible.
- ☐ I will not treat the AI answer as automatically correct.
- ☐ I remain responsible for the final result.

If I cannot tick every relevant box, I will:

WHEN UNSURE

Stop. Ask your manager, IT, compliance, legal, data-protection or information-security contact. A shortcut is not worth exposing private information.

PART 3 • PRACTISE

Worksheet 14: Human Quality Check

AI DRAFTS. HUMANS DECIDE.

Use this page every time the result matters.

CHECK	QUESTION	PASS?	WHAT I CHANGED
Facts	Can I verify every important fact?	☐	
Numbers	Do calculations, dates and totals match the source?	☐	
Meaning	Does this answer the real task?	☐	
Context	Does it fit my workplace and audience?	☐	
Tone	Does it sound respectful and appropriate?	☐	
Bias	Could this unfairly exclude or stereotype anyone?	☐	
Privacy	Is sensitive information absent or approved?	☐	
Ownership	Would I confidently put my name on it?	☐	

PART 3 • PRACTISE

Worksheet 15: Compare Human-Only and AI-Assisted Work

MEASURE	HUMAN-ONLY VERSION	AI-ASSISTED VERSION
Time started / finished		
Total minutes		
Number of corrections		
What was strong?		
What was weak?		
Final quality: 1-5		

What improved?

What became worse or riskier?

My decision: use it, change it, or stop using it?

PART 3 • PRACTISE

Worksheet 16: Turn the Test into a Workflow

WRITE THE REPEATABLE STEPS

A workflow is simply the order in which work happens. Include the human checks, not just the AI step.

STEP	WHO / WHAT?	ACTION	DONE WHEN...
1			
2			
3			
4			
5			
6			
7			

EXAMPLE

1. Human removes sensitive information. 2. AI organises approved notes. 3. Human checks every point against the source. 4. Human adds context and makes the final decision. 5. Human submits the finished work.

PART 3 • PRACTISE

Worksheet 17: Build Your Prompt Library

Save prompts only after they have produced a safe, useful result. Give each one a clear name.

PROMPT NAME	WHEN I USE IT	PROMPT OR SAVED LOCATION	LAST IMPROVED

BETTER HABIT

Do not collect hundreds of prompts. Keep a small library of prompts connected to real tasks, with notes on what must always be checked.

PART 4 • STRENGTHEN

Worksheet 18: My Skill Stack

A skill stack is the useful combination of what you know, what you can do and how you work with people.

LAYER	MY CURRENT STRENGTH	ONE SKILL TO ADD
Industry knowledge		
Job-specific skill		
Digital / AI skill		
Communication		
Judgement / problem-solving		
Leadership / collaboration		

The combination that could make me unusually useful is:

PART 4 • STRENGTHEN

Worksheet 19: Close One Skill Gap

CHOOSE ONE GAP ONLY

The next skill should help you perform a real task or qualify for a real opportunity—not simply sound impressive.

Skill I will build:

The task or opportunity it supports:

How I will learn it:

How I will practise it:

What proof I will create:

Deadline:

PART 4 • STRENGTHEN

Worksheet 20: Learn → Practise → Prove

STAGE	WHAT I WILL DO	DATE	EVIDENCE
Learn	Study one focused lesson or example.		
Practise	Use the skill on a small, safe task.		
Improve	Ask for feedback and correct the weak points.		
Prove	Complete a realistic work sample.		
Share	Explain the result to the right person.		

REMEMBER

A completed work sample is stronger than saying, “I watched a course.” Learning becomes career value when you can apply it and show the result.

PART 4 • STRENGTHEN

Worksheet 21: Ask for Useful Feedback

Do not ask only, “Is this good?” Ask questions that make improvement easier.

- ☐ What part is clearest?
- ☐ Where did you become confused?
- ☐ What important point is missing?
- ☐ What would make this more useful?
- ☐ What should I keep doing?
- ☐ What should I stop or change?

The person I will ask:

The work I will show:

The exact question I will ask:

What I changed after the feedback:

PART 4 • STRENGTHEN

Worksheet 22: Practise Better Judgement

Good judgement means choosing well when the answer is not obvious.

DECISION	WHAT I KNOW	WHAT I DO NOT KNOW	RISKS	MY CHOICE + WHY

PAUSE QUESTION

If the AI answer is confident but wrong, what could happen? Your answer tells you how carefully the result must be checked.

PART 5 • PROVE

Worksheet 23: My Before-and-After Record

MEASURE	BEFORE	AFTER	CHANGE
Time taken			
Errors found			
Steps required			
Questions / complaints			
Quality score (1–5)			
Other: _____			

What caused the improvement?

What did I personally contribute?

BE HONEST

Do not claim AI's output as your achievement. Your value is in choosing the task, giving direction, checking quality, applying context, managing risk and improving the final result.

PART 5 • PROVE

Worksheet 24: Weekly Value Log

WEEK / DATE	PROBLEM OR NEED	WHAT I DID	RESULT / PROOF

Possible proof:

- Minutes or hours saved
- Fewer corrections or complaints
- A clearer report or process
- Positive feedback
- A problem noticed early
- A decision made faster
- A reusable template, checklist or workflow

PART 5 • PROVE

Worksheet 25: My Evidence Folder

Create one private folder for career evidence. Never store employer-owned or confidential materials in a personal location without permission.

EVIDENCE ITEM	WHERE IT IS STORED	WHAT IT PROVES	SAFE TO KEEP?
			☐
			☐
			☐
			☐
			☐
			☐

SAFE EVIDENCE EXAMPLES

A blank template you created, approved performance data, anonymised before-and-after samples, written feedback you have permission to retain, certificates, or a personal description of the process and result.

PART 5 • SHOW

Worksheet 26: Write a Strong Value Story

USE THIS SIMPLE PATTERN

PROBLEM  ACTION  RESULT  LEARNING

Problem: What needed to improve?

Action: What did I personally do?

Result: What changed? Add numbers if truthful.

Learning: What can I now repeat or improve?

EXAMPLE

Our weekly report took two hours to draft. I built a safe AI-assisted outline process, checked every figure against the source and reduced drafting time to 70 minutes. I learned how to write clearer instructions and created a reusable quality checklist.

PART 5 • SHOW

Worksheet 27: Make Your Value Visible

Good work can remain invisible if nobody understands the result. Visibility is not bragging when it is truthful, useful and connected to the team's goals.

AUDIENCE	WHAT THEY CARE ABOUT	WHAT I CAN SHARE	BEST MOMENT / CHANNEL
Manager			
Team			
Client / customer			
Recruiter / interviewer			
Professional network			

My one-sentence update:

PART 5 • SHOW

Worksheet 28: Upgrade My CV or LinkedIn Evidence

STRONG ACHIEVEMENT FORMULA

ACTION VERB + WHAT YOU IMPROVED + HOW + MEASURABLE RESULT

Weak statement:

Used AI to write reports.

Stronger statement:

Designed an AI-assisted weekly reporting workflow with human fact-checking, reducing first-draft time by 40% while maintaining approval standards.

MY OLD STATEMENT	MY STRONGER EVIDENCE-BASED VERSION

NO INVENTED NUMBERS

If you did not measure a percentage, do not make one up. Use truthful wording such as “reduced turnaround time,” then begin measuring future work.

PART 6 • ACT

Worksheet 29: My Four-Week Upgrade Sprint

WEEK	FOCUS	THREE SMALL ACTIONS	PROOF BY WEEK-END
1 • Understand	Map the task and record the current result.		
2 • Test	Run one safe AI-assisted experiment.		
3 • Improve	Correct weaknesses and repeat.		
4 • Prove + Share	Measure the change and explain the value.		

My non-negotiable weekly work time:

Day(s): _____ Time: _____ Duration: _____

KEEP IT SMALL

Three completed 30-minute sessions are better than one perfect plan you never begin.

PART 6 • ACT

Worksheet 30: Weekly Check-In

Week number: _____ Dates: _____

The action I completed:

What worked:

What confused or slowed me down:

What I will change next time:

One piece of proof I saved:

My next smallest action:

PART 6 • ACT

Worksheet 31: Remove My Roadblocks

ROADBLOCK	WHAT IT LOOKS LIKE	MY SMALL RESPONSE
No time	I keep postponing practice.	Book one 30-minute session.
Fear of getting it wrong	I keep studying but never test.	Use invented data on a tiny task.
Too many tools	I jump from one app to another.	Choose one approved tool for four weeks.
No support	I feel alone or unsure.	Ask one colleague, mentor or manager for feedback.
Low confidence	I assume everyone knows more.	Keep a weekly proof log.
My roadblock:		

If I miss a week, I will restart by:

PART 6 • ACT

Worksheet 32: My Personal AI Use Rules

Write rules you can remember even on a busy day.

- ☐ I will use only approved tools for work.
- ☐ I will protect confidential and personal information.
- ☐ I will verify facts, figures, names, dates and sources.
- ☐ I will check for unfair or harmful assumptions.
- ☐ I will add my own judgement, context and voice.
- ☐ I will disclose AI use when policy, law or the situation requires it.
- ☐ I will remain responsible for the final work.

My additional rules:

When I am unsure, I will ask:

COMPLETION REVIEW

My Career Upgrade Scorecard

Score each statement from 1 to 5. 1 means “not yet.” 5 means “I can do this confidently.”

I CAN...	BEFORE	NOW	PROOF
Explain the value my role creates.			
Spot tasks AI may support.			
Choose a safe, useful experiment.			
Write a clear five-part prompt.			
Check AI output with human judgement.			
Measure improvement honestly.			
Explain my contribution clearly.			
Plan my next skill upgrade.			

My biggest improvement:

COMPLETION REVIEW

My Next Career Move

The task I can now do better:

The skill I will build next:

The proof I will create next:

The person who should know about my progress:

The first action I will take within 24 hours:

CONTINUE THE BUNDLE JOURNEY

Transfer your chosen longer-term goals into The 90-Day Career Planning Templates. Use the Career Reflection Journal for the deeper thoughts, decisions and lessons behind your progress.

QUICK REFERENCE

The One-Page AI Career Upgrade Checklist

- ☐ I can explain what my role helps people achieve.
- ☐ I know which tasks take my time and which results matter most.
- ☐ I have chosen one safe, useful task to improve.
- ☐ I defined what “better” means before testing AI.
- ☐ I use clear prompts: role, task, context, rules and output.
- ☐ I protect private and confidential information.
- ☐ I check facts, numbers, meaning, context, tone and bias.
- ☐ I compare the old process with the new process.
- ☐ I save truthful evidence of my contribution.
- ☐ I can explain the problem, action, result and learning.
- ☐ I have one next skill and a date for practising it.
- ☐ I review and improve my process instead of chasing every new tool.

THE CAREER ADVANTAGE

You do not need to know everything about AI. You need to keep learning, think clearly, protect what matters, solve useful problems and show the value you create.

FINAL PAGE

Your Career Is Not a Finished Product

It is something you keep building.

The professional who remains valuable is not necessarily the person who knows the most tools. It is the person who notices what needs to improve, learns what is useful, applies it responsibly, checks the work carefully and helps other people get better results.

YOUR NEXT STEP

Choose one action from this workbook and complete it within the next 24 hours. Small proof beats big intention.

I will: _____

By this date and time: _____

Keep learning. Keep practising. Keep proving your value.

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