

The 30-Day Frontline AI Leadership Challenge

Twenty small actions, one each weekday for four weeks, with weekends off. Check the box when it is done, not when it is planned. The prompts are free at jonharmeling.com/field-guide.

Week 1 • Machines do

- ☐ Day 1: Run the Shift Work Audit on last week. Pick one task to simplify.
- ☐ Day 2: Use the Capacity Dividend Calculator on that task. Write down the honest usable minutes.
- ☐ Day 3: Sort one responsibility with the Human + AI Work Matrix.
- ☐ Day 4: Map one recurring process with the Workflow Builder (seven elements).
- ☐ Day 5: Put the recovered time on your calendar with a person's role next to it.

Week 2 • Managers decide

- ☐ Day 6: Run the Frontline AI Data Rule Check before you paste anything this week.
- ☐ Day 7: Use the Judgment Gap Check on one AI answer you were about to trust.
- ☐ Day 8: Do a Context Check: talk to one person closest to the work before deciding.
- ☐ Day 9: Map one Responsibility Chain. Fix one place with responsibility but no authority.
- ☐ Day 10: Write your team's one-page AI Ground Rules and post them.

Week 3 • Leaders develop

- ☐ Day 11: Prepare one one-on-one with AI, then close the tool and lead it yourself.
- ☐ Day 12: Recognize one person on the floor with specific evidence.
- ☐ Day 13: Coach, do not rescue: answer one problem with questions instead of a fix.
- ☐ Day 14: Role-play one conversation you have been avoiding, then have it.
- ☐ Day 15: Run a five-minute after-action review and pick one behavior to practice.

Week 4 • Human Reinvestment

- ☐ Day 16: Ask "Who have I missed?" and have one of those conversations.
- ☐ Day 17: Give one person a bounded stretch responsibility and schedule the review.
- ☐ Day 18: Run the Thirty-Day Absence Test on one process that depends on you.
- ☐ Day 19: Hold a five-minute pre-shift huddle that ends with real recognition.
- ☐ Day 20: Friday Leadership Review: where did the recovered time actually go, and who did it reach?

At the end of 30 days, ask one question: where did the recovered time actually go, and who did it reach?

Want your whole leadership team to take the challenge together? Jon's 90-minute leadership team session and half-day workshop are built for it. jon@jonharmeling.com