

The Monday Morning Playbook

Execution over theory. This is the bridge between understanding the ideas in this book and acting on them — not eventually, but this week, when you log in and the familiar pull of urgent, low-judgment work begins. Start with the audit today, with or without an assessment score.

Audit before you act

Open last week's calendar. Go through it honestly and categorise everything against three horizons — not what you think you do, but where your time actually goes.

1 · The routine and manual

TARGET: < 20%

Tickets, trackers, meeting notes, status reports — work AI can support most completely. If this is more than 20% of your week, you're applying scarce human judgment to tasks that don't require it.

2 · The translation work

TARGET: ~HALF

Connecting business intent to technical implementation, facilitating stakeholder alignment, interpreting AI outputs in organisational context. This is where most of the judgment work in this book lives.

3 · The genuinely wicked

TARGET: ¼ TO ⅓

Problems with no clear right answer, ethical judgments, the imaginative work of deciding what is worth building. Irreplaceable, because accountability belongs to a person. If it's close to zero, you're not working at the level the coming decade will reward.

If your honest audit shows most of your week in the first horizon, the four-week protocol below is designed to shift that — not permanently or dramatically, but incrementally, week by week, through small deliberate choices about where to direct your attention.

The four weeks

Week One • Reclaim the Time

Recover about half a day — four hours — from work AI can complete, so you have space to work differently.

Start with tasks that require no judgment at all. Meeting minutes are the classic example: important to others, time-consuming to produce, but producing them doesn't develop your capability. Record (where permitted), let a tool draft the summary, and make your contribution the *review* — what mattered — not the transcription. Run the same audit on meetings: how many are you attending only to take notes or give an update that could be async?

This week I will stop doing manually:

Week Two • Move From Doing to Reviewing

Generate the AI draft first; become the editor, not the writer.

Before you write anything substantive from a blank page, brief AI clearly (purpose, audience, constraints, non-negotiables) and generate the first version. Then review it as an editor: interrogate the logic, find the gaps, make the calls AI can't — is this accurate, is something missing, does the framing serve the real need?

Pre-brief prompt: "Take my recommendation and argue against it from the perspective of the CFO, the COO, and the project sponsor." — Prepare your response to at least one objection before you walk in.

Output-review prompt: "Identify the three assumptions most likely to be wrong in this organisational context: [describe it]." — You are the quality standard; AI produces the first draft.

Week Three • Retire Something That Should Not Exist

Make the case for reduction, not addition. This is the uncomfortable one.

Most BAs have a backlog or scope where the honest answer to "should all of this exist?" is no — requirements added through stakeholder appeasement, features nobody needs, scope never pushed back on. Find one, and apply Evidence Discipline not to validate a proposal but to *challenge* one.

Prompt: "Rank these requirements / backlog items against this stated strategic objective, and flag the bottom tier that are duplicative, low-value, or misaligned." — The output isn't the answer; it's the start of a harder conversation.

The thing I will make the case to retire:

Week Four • Influence a Decision

Change the form of your contribution — not what you analyse, but how you present it.

Take a piece of analysis you'd normally hand over as a document, and convert it into a *decision*: frame the decision, lay out the trade-offs, name the owners, and make a recommendation you're willing to sign. (Use the Strategic Playbook for the format.) The shift from documenter to decision-shaper is the whole arc of this book, made concrete in one deliverable.

The decision I will frame and sign this week:

The point is not to complete all four weeks perfectly. It's to build the bridge from insight to behaviour — one small, deliberate shift at a time, until working with judgment rather than by reflex becomes the way you work.

From Chapter 13 of Judgment in the Age of AI: The Four Disciplines That Make You Irreplaceable. Begin the audit today; the assessment (Appendix A) tells you where you stand, but the playbook is what moves you. © 2026 Susan K.L. Yu · Altschool Australia.