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SALESEDGE FIELD GUIDE / ENGLISH EDITION

THE AI-ASSISTED MANAGER

Decide, delegate and design with clearer information and ownership.

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FIELD GUIDE / ENGLISH EDITION

THE AI-ASSISTED MANAGER

Structure decisions, prepare bounded delegation and improve team processes with reviewed AI drafts.

REDESIGN THE WORK BEFORE ADDING A TOOL

A manager's day can fill with repeated questions, document drafts, status requests and operational decisions. The problem is not always a lack of effort. Sometimes work arrives without an owner, a clear input or a definition of completion.

AI can help structure that work, but it does not become accountable for it. A useful management system makes decisions clearer, prepares bounded tasks for delegation and improves the process that generates the work. This guide organises those activities as Decide–Delegate–Design.

The aim is to test whether AI improves a specific workflow. There is no promise that one manager can replace three people or that a short planning routine saves a fixed number of hours. Quality, checking effort, team capacity and the consequences of mistakes all matter.

DECIDE: ORGANISE THE QUESTION

Before gathering more information, state what decision is actually required. Is it a reversible operational choice, a recommendation for approval or a consequential commitment? The level of review should match the decision.

Prompt: “I need to decide [question]. The verified context is [facts]. The options are [options]. Structure the decision: missing information that could change it, risks and trade-offs, dependencies and the most useful question to answer first. Keep facts separate from assumptions. Do not choose for me.”

Check the response against the real situation. AI may identify a useful gap, but it can also suggest irrelevant questions or overlook a critical obligation. Obtain missing evidence from the appropriate source rather than treating generated detail as research.

Use a six-part decision brief: result wanted; alternatives; benefits and drawbacks; wider consequences; decision with reason; owner and review date. Include the option to wait or do nothing where those are genuine choices. For a sensitive financial, legal or people decision, involve the responsible specialist and required process.

KEEP A DECISION RECORD

Record the date, context, evidence, assumptions, options, choice, owner and expected review point. Later, add what happened. This creates a basis for learning without rewriting the original reasoning after the outcome is known.