

How I use AI to turn chaos into decisions

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SCAN FOR THE FULL PORTFOLIO

Six steps. Agents do the volume; I own the judgement, the numbers and the accountability.

01 Dump the mess

20 MIN

Slack, decks, transcripts, the spreadsheet nobody trusts — intake agent turns it into one structured brief.

OUTPUT: ONE-PAGE PROBLEM BRIEF

02 Frame the real problem

30 MIN

One sentence, one decision, one owner. The agent argues the opposite case and lists my assumptions.

OUTPUT: PROBLEM STATEMENT + OWNER

03 Cut to five priorities

45 MIN

Scored on impact, effort, reversibility. Agent ranks and shows its maths; I make the final cut.

OUTPUT: RANKED FIVE + VISIBLE 'NOT NOW'

04 Build the plan

1 HOUR

Owner, milestone, measure, risk per workstream. Agents draft; humans accept accountability.

OUTPUT: PLAN ON A PAGE + TRACKER

05 Produce the output

SAME DAY

Memo, model, deck. Agents draft in my tone; I rewrite the argument and trace every number to source.

OUTPUT: DECISION-READY DOCUMENT

06 Close the loop

WEEKLY

CAPA: corrective action for the slip, preventive for the cause. The prompt becomes documented process.

OUTPUT: VARIANCE REVIEW + PROCESS

Agents I have built

Missing-invoice agent

Reconciles ordered vs delivered vs billed, chases gaps.

CLOSE PREP: DAYS TO HOURS

Process automation

Map by hand, cut habit steps, automate what's left.

MANUAL STEPS REMOVED

Governance layer

Owner, documented prompt, data boundary, review point.

AUDITABLE AND RERUNNABLE

Research agent

Investor lists, market maps, competitor briefs as tables.

~70% OF PREP TIME BACK

Drafting agent

Investor updates and memos in my tone of voice.

VERSION ONE IN MINUTES

Reporting agent

Pulls KPIs, flags variance, drafts commentary.

FLAGGED BEFORE THE MEETING

Nothing reaches a board pack or a supplier without passing me first.

Human review is the governance gate — that is the point of the whole system.