



90-Day AI Career Transformation Planner

Your Personal Roadmap to AI-Proof Career Success

Use this planner to audit your role, build AI fluency, and prove impact with a 90-day pilot. Fill the sections weekly and treat this as a living document.

Personal Information & Goal Setting

Name: _____

Current Role: _____

Industry: _____

Date Started: _____

Initial Skills Assessment (Rate 1-5)

Human-Centric Skills: Emotional Intelligence ____/5 | Creative Problem-Solving ____/5 | Strategic Thinking ____/5 | Communication & Persuasion ____/5

AI Readiness: Current AI Tool Usage ____/5 | Comfort with New Technology ____/5 | Change Adaptability ____/5

Your AI Risk & Opportunity Score

Current Role Analysis: % repetitive tasks ____% | % human judgment ____% | % relationship building ____%

Risk Level: ■ Low ■ Medium ■ High Opportunity Level: ■ Low ■ Medium ■ High

DAYS 1-30: FOUNDATION BUILDING

Week 1: Complete Skills and Task Audit - List tasks, categorize as Automatable/Augmentable/Irreplaceable, identify top 3 tasks for AI enhancement.

Week 2: First AI Tool Integration - Choose primary AI tool, create prompt templates, apply to one routine task, document time saved.

Week 3: Professional Network Expansion - Join groups, connect, schedule informational interviews.

Week 4: Skills Development Planning - Identify top 3 human skills, register for a micro-course, set learning objectives.

DAYS 31-60: SKILL BUILDING & PROCESS ENHANCEMENT

Week 5: AI Power-User Development - Create role-specific prompts, test and share templates.



Week 6: Human Skills Practice - Daily exercises for EQ, problem-solving, communication.

Weeks 7-8: Change Leadership - Pilot planning, stakeholder presentation, launch pilot.

DAYS 61-90: STRATEGIC POSITIONING & IMPACT

Week 9: Professional Brand Enhancement - Update LinkedIn headline, add AI achievements.

Week 10: Pilot Results & Scaling - Document metrics, present findings, propose scaling.

Weeks 11-12: Advanced Integration - Integrate second AI tool, train colleagues, plan next quarter.

SUCCESS METRICS TRACKING

Weekly Efficiency Tracker: Week | Hours Saved | Quality Score (1-5) | New Skills Applied | Recognition Received

Monthly Milestone Checklist for Month 1-3: test tools, create prompts, run pilot, update brand, present results.

ROLE-SPECIFIC CUSTOMISATION & PROMPTS

Customer Support Prompt: Analyse this customer interaction [paste] - Identify root cause, emotional state, best resolution, prevention strategies.

Product Manager Prompt: Review user feedback [paste] - Extract top pain points, feature requests, persona insights, opportunities.

Marketing Prompt: Analyse campaign data [paste] - Provide performance insights and optimization recommendations.

CONTINUOUS IMPROVEMENT & RESOURCES

Monthly Review Questions: Which AI applications provided highest ROI? What human skills became more important? How did my role evolve?

Resources: AI literacy courses, industry newsletters, professional communities, mentor contacts.

Closing Note

This planner is a living document — update weekly and iterate. Next Step: Choose one action from Week 1 and complete it today.



