



# Let AI Do The Tedious Part

Low-friction entry points for AI at work



[tinyurl.com/mesdLetAI](https://tinyurl.com/mesdLetAI)

Benjamin Baldizon | Program Manager for AI Innovation & Capacity Building |  
bbaldizon@mesd.k12.or.us | MESD

# Quick Poll

 Excited

 Overwhelmed

 Skeptical

 Pressured

 Unsure

# Who I Am & What I Believe

## About Me

- 18 years in Portland area schools
- District AI role focused on operational workflows and capacity building
- Mostly work alongside non-technical staff
- No IT or programming background when I started

## What I Actually Believe

- AI is genuinely useful - *for some kinds of work*
- Real risks and tradeoffs exist
- Not every task should use AI
- This session is about thoughtful experimentation, not evangelism

□ The goal isn't **more AI**. It's lower-friction work *where AI actually helps*.

# What This Session Is (and Isn't)

## ✓ What We ARE Doing

- Finding low-friction entry points
- Learning where AI is actually useful
- Experimenting small
- Reducing blank-page paralysis

## ⊘ What we AREN'T Covering Today

- Environmental impacts
- Training data ethics
- Long-term workforce implications
- Deep governance/policy questions

ⓘ **We WILL talk about:** hallucinations, bias, privacy and data considerations, cognitive offloading, and district tool guidelines.

# What You *Don't* Need

✗ A Technical  
Background

✗ Prompt Engineering  
Skills

✗ IT at Every Step

✗ A District Initiative

✗ Perfect Certainty

# What You *Do* Need



**One Annoying Task**



**Curiosity**



**A Rough Idea of Good Output**



**Awareness of District Guidelines**



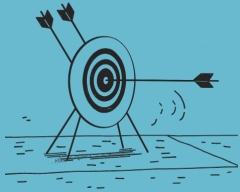
Start small, then scale



**Start With The Work**

# Don't Start with AI

# Start with work people avoid.



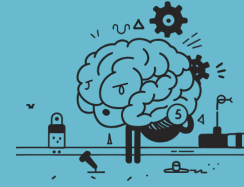
**Repetitive**



**Time-Consuming**



**Tedious**



**Requires a Mental  
Mode Shift\***



# Quick Reflection

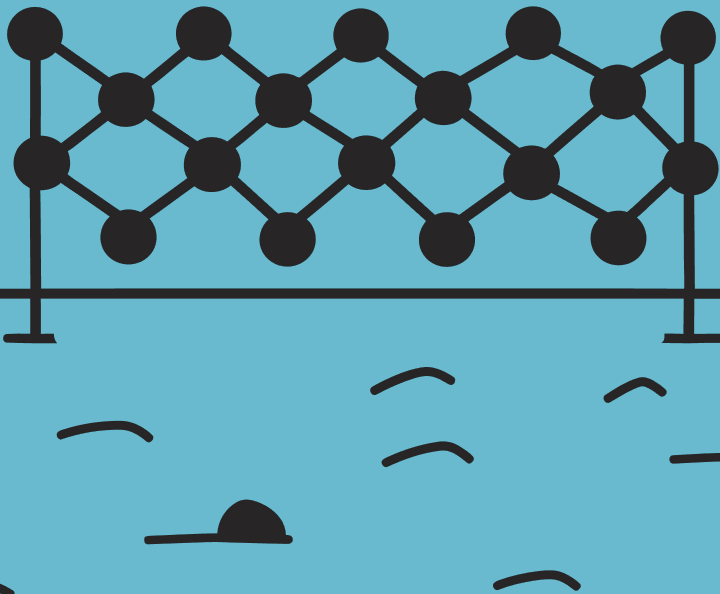
What's a task you dread/put off/avoid?

**Annoying**

**Repetitive**

**Mentally draining**

**Hard to start**



# A Tiny Framework

A simple way to decide whether and how AI might help with any given task.

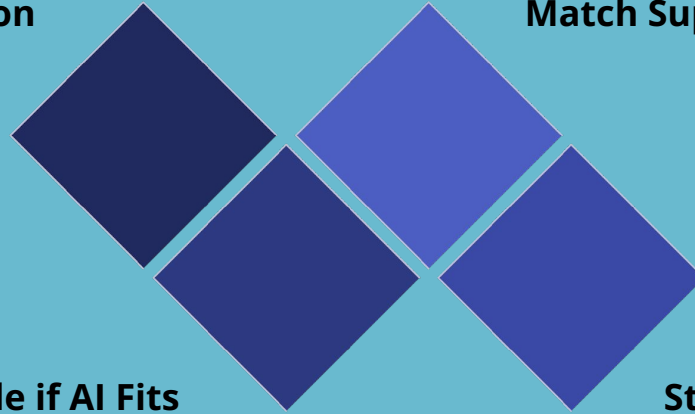
# A Simple Decision Framework

**Identify Friction**

**Match Support Type**

**Decide if AI Fits**

**Start Small**



# Is AI Actually Helpful Here?

## Task Fit

- Is there a clear standard for what "good" looks like?
- Is the task repeatable across time or people?
- What's the real risk if the output is wrong?
  - How will we safeguard?

## Human Impact

- Do people still need to develop this skill?
- What changes if we regularly offload this?
- Does the task meet other needs (awareness, control, or closure)?



Sometimes the process matters

Sometimes the work is just tedious

What's a skill you want to hold on to, even if AI could do it (better)? What's a skill you'd be happy to outsource?

# Things to Watch For



**Hallucinations**



**Bias in Outputs**



**Data Privacy**



**District Rules**

## **Ways to Reduce Risk**

- Start with low risk tasks
- Verify important outputs
- Keep a human in the loop at key decision points
- Never upload sensitive data to unapproved tools



AI-generated drafts always need human review. That's not a flaw, it's the workflow.



## Types of AI Help

# Three Types of AI Help

## Automate

Known steps


Predictable workflows

## Generate

Structured draft

## Synthesize / Extract

Pull information across multiple sources, or streamline simple information extraction

 Different kinds of work need different kinds of support

# Generate

## Best For

- Emails and announcements
- Reports
- Summaries and first drafts

## Beginner-Friendly Tools

- Base LLM (ChatGPT, Gemini, Claude, etc)
- Custom GPTs / Gems

## Observation Custom GPT

*"If all I had to do was schedule the observation and the debrief, I wouldn't put it off"*

Generate tools are often about lowering the energy required to begin



# Synthesize / Extract

## Best For

- Policies and administrative documents
- Contracts
- Meeting notes
- Multi document questions
- Tedious information extraction tasks

## Beginner-Friendly Tool

- NotebookLM

## Real Example

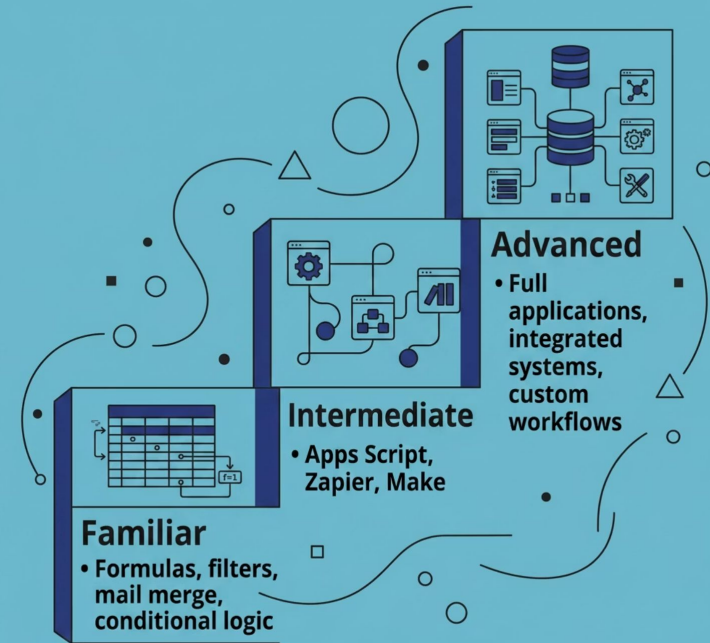
Upload your CBA to NotebookLM and ask it specific questions about leave provisions, timelines, or procedures instead of manually searching 80 pages every time.

- ❏ You don't need to read everything manually to work intelligently with complex information.



# Automation Exists on a Spectrum

If you've ever used a formula in Google Sheets or Excel, you've already used logic-based automation thinking. You do not need to start at the advanced end.




# Automation: What Changes as Complexity Grows

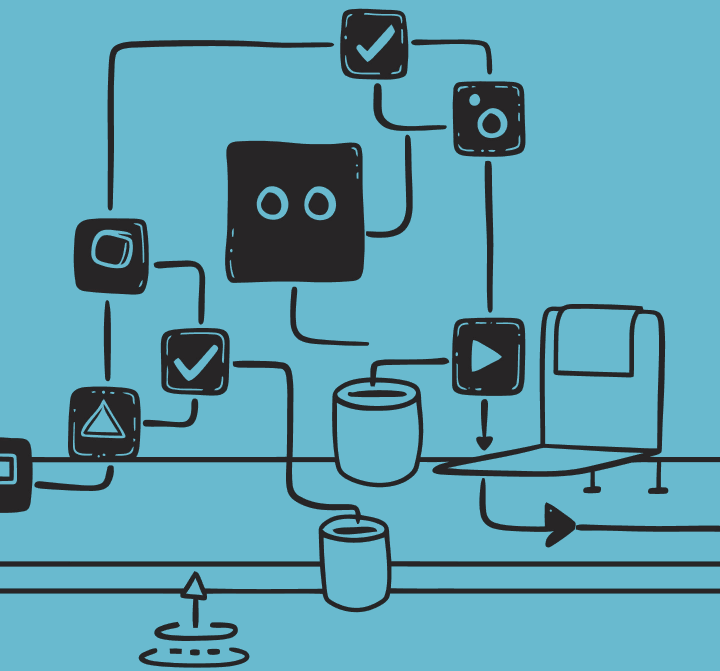
## Small Automations

- Usually something one person can build and maintain
- Easy to try, easy to adjust, easy to abandon if needed
- Great starting point for building intuition

## Larger Automations

- May require an IT partnership or approved infrastructure
- Need documented workflows and additional testing
- Ongoing maintenance becomes a real consideration

 Automation IS accessible, and often saves the most time, but takes the most setup - and you should always check with IT first



**What This Looks Like**

# Demo: Generate



Notes Synthesis GPT



[Custom GPT](#) / [Gem](#) Builder



Slide Deck Drafter

✔ "Generate" tools tend to reduce activation energy

# Demo: Synthesize / Extract



## NotebookLM in Action

Upload your sources (policies, CBAs, frameworks, meeting notes, etc) and ask plain-language questions. The tool grounds its answers in what you uploaded, not the open internet.

## Example Sources

- Board policies and administrative regulations
- [Collective bargaining agreements](#)
- Curriculum frameworks
- Multi-meeting notes summaries

□ The value is **retrieval and synthesis**, not magic answers. You still bring the judgment.

# Demo: Automate



As complexity increases, so does the time investment and the need for IT partnership. Automation is possible without a technical background, and has wide applicability, but is usually the biggest lift

# Try Something



# Choose Your Starting Point



## I Already Have A Task

[Run a real task through the framework and test a small AI use case.](#)



## I Want Examples

[See examples of real Generate, Synthesize/Extract, Automate Tools/Workflows](#)



## I Want To Generate

- [Chat GPT](#)
- [Gemini](#)
- [Where to find/paste things](#)



## I'm Not Sure Where AI Fits My Role

[Use this Custom GPT to go through some discovery questions](#)



## I'd Rather Watch Or Talk First

Observe, discuss with a partner, or ask questions before trying something.

Start small. The goal is exploration, not expertise.

# What Usually Works Best

- **Start small**
- **Choose low-risk tasks first**
- **Use the simplest tool that works**
- **Adjust based on what actually happens**
- **Don't automate just because you can**

✓ Small successful experiments build real understanding faster than large plans



**Final Thought**

**Don't start with AI.  
Start with the  
work.**

You don't need to become an "AI person" to experiment thoughtfully.

# Resources

- [Framework 1 pager](#)
- [Framework Slide Deck](#)
- [Custom GPT to Build Custom GPTs](#) | [Instructions](#)
- [Gem to Build Gems](#) | [Instructions](#)
- [Custom GPT - AI in Your Role](#) | [Instructions](#)