

# Weds.ai Implementation Guide

Everything you need to launch your first four Wednesdays of company-wide AI experimentation.

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Most companies fail at AI adoption because they make it optional. People stick with what they know. The tools collect dust. Six months later someone asks why nobody uses AI and the answer is always the same: nobody was forced to try.

Weds.ai fixes this. Every Wednesday, your team uses AI for real work. Not a lunch-and-learn. Not a demo. Actual work, done with AI tools, with results measured and shared. Four weeks of forced usage creates more adoption than a year of optional training.

**The principle: Forced usage creates feedback loops. Feedback loops create adoption. Adoption creates results. Optional creates nothing.**

## Before You Start

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**Executive sponsor.** Someone with authority who will participate publicly. If the CEO does it, everyone does it. If the CEO delegates it, nobody cares.

**Tool access.** Every participant needs a paid account on at least one AI tool (Claude Pro, ChatGPT Plus, or Gemini Advanced). Free tiers are too limited. Budget \$20/person/month.

**A shared channel.** Slack channel, Teams channel, or shared doc where people post what they tried, what worked, and what didn't. Visibility is the mechanism.

**90 minutes blocked.** Every Wednesday, 90 minutes on the calendar. Non-negotiable. Not 'if you have time.' Blocked.

**The Slowinski Pyramid.** Completed before Week 1. Everyone should know which tier their work falls into. (See the Slowinski Pyramid Worksheet.)

# The Four Weeks

Each week has a theme, a task, and a share-out. No week is optional.

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## WEEK 1: REPLACE ONE TASK

*Find one task you do every week that you do not enjoy. Make AI do it.*

### THE SESSION

- Each participant identifies one repetitive task from Tier 1 (Automate) on their Slowinski Pyramid.
- Spend the 90 minutes getting AI to do that task. Not perfectly. Just done.
- Document: What was the task? What tool did you use? How long did it take? How good was the output (1-10)?

### SHARE-OUT

Everyone posts their task, tool, time saved, and quality score in the shared channel by end of day.

### DEFINITION OF SUCCESS

Every participant has at least one task where AI produced a usable output. Quality does not need to be perfect.

## WEEK 2: IMPROVE THE OUTPUT

*Take last week's task and make the AI output actually good.*

### THE SESSION

- Go back to the task from Week 1.
- Focus on prompt quality: be more specific, give examples, provide context, set constraints.
- Try a different tool if the first one underperformed.
- Document: What changed in your prompt? How did quality improve? What is the gap between AI output and 'done'?

### SHARE-OUT

Post before-and-after examples. Show the Week 1 output vs. the Week 2 output side by side.

## DEFINITION OF SUCCESS

At least half the team has an AI output they would actually use in production (maybe with light editing).

## WEEK 3: TACKLE SOMETHING HARDER

*Move up the pyramid. Try a Tier 2 (Augment) task.*

### THE SESSION

- Pick a task that requires judgment, analysis, or expertise. Something from Tier 2.
- Examples: draft a financial summary, review a contract clause, write a competitive analysis, create a project brief.
- Give the AI more context than you think it needs. Upload documents. Provide background. Be specific about the audience.
- Document: What was the task? What context did you provide? How close was the output to expert-level?

### SHARE-OUT

Post the task and your honest assessment of AI quality vs. what a skilled human would produce.

## DEFINITION OF SUCCESS

The team sees that AI can handle more complex work when given proper context. Skeptics start to move.

## WEEK 4: BUILD THE WORKFLOW

*Turn your best AI use case into a repeatable process anyone on the team can use.*

### THE SESSION

- Pick the highest-impact use case from the past 3 weeks.
- Write a simple playbook: what tool to use, what prompt to start with, what context to provide, what the output should look like.
- Test it with someone else on the team who did NOT create it. Can they follow it and get a similar result?
- Document: The playbook itself, plus feedback from the person who tested it.

### SHARE-OUT

Each team or participant presents their playbook. Best ones get adopted as standard operating procedure.

## DEFINITION OF SUCCESS

At least 2-3 repeatable AI workflows that anyone on the team can run. These become your first SOPs.

# After Week 4

The four weeks are the ignition. Here is what keeps it running.

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## What to measure after the first month:

Metric	What to track
Tasks automated	How many Tier 1 tasks moved from human to AI? Count them.
Time saved per week	Across the team, how many hours per week are now handled by AI?
Adoption rate	What percentage of the team is using AI at least 3x per week for real work?
Playbooks created	How many repeatable AI workflows exist? Are people using them?
Quality scores	Are AI outputs improving week over week? Track the 1-10 quality ratings.

## What to do next:

Keep the Wednesday cadence going but shift the focus. Weeks 5-8 should target the next batch of Tier 1 tasks and begin testing Tier 2 use cases across more functions. By Week 12, you should have enough data to make a real headcount and tooling decision.

The companies that win at AI are not the ones that bought the best tools. They are the ones that forced themselves to use them until the tools became the default.

**"Adoption is not a training problem. It is a usage problem. Make it mandatory and the learning takes care of itself." — The AI Boss**