Input → AI → Review → Output Worksheet

Map any recipe onto the universal AI workflow pattern

The universal pattern

Every useful AI workflow is the same four-stage shape: something enters (INPUT), the AI does the repeatable middle (PROCESSING), a human judges what matters (REVIEW), and a finished result leaves (OUTPUT). It is the delegation pattern — with AI as the assistant. Sort your recipe into the four boxes and it stops being a description and becomes a buildable design.

Completed example — meeting notes → action items

INPUT	Raw notes from today's meeting + team roster with roles
AI PROCESSING	Summarize in 5 bullets · extract every commitment as task–owner–deadline · flag ambiguity
HUMAN REVIEW ★	Owners right? · Anything sensitive phrased badly? · Any "task" actually just an idea?
OUTPUT	Standard post (Summary / Action Items / Flagged) in the team channel within 1 hour

Rules of the sort

- Every non-★ transforming step goes to AI PROCESSING.
- Every ★ judgment step becomes a REVIEW question — sharp, not vague.
- Review scales with stakes but never disappears from work that matters.

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MAP 1 — sort one recipe into the four stages

MAP 1 · Workflow name: _____

INPUT — what enters (+ the ingredients that travel with it)

AI PROCESSING — the transforming middle, as clear instructions

HUMAN REVIEW ★ — your 2–3 check questions

OUTPUT — form · destination · the standard it must meet

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MAP 2 — sort one recipe into the four stages

MAP 2 · Workflow name: _____

INPUT — what enters (+ the ingredients that travel with it)

AI PROCESSING — the transforming middle, as clear instructions

HUMAN REVIEW ★ — your 2–3 check questions

OUTPUT — form · destination · the standard it must meet

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What to do with this document

Your next steps

- [ ] Map your Lesson 1 recipe (Map 1), then a second repeat from your Work Log (Map 2)
- [ ] Circle the map you want running first — you will build it in "Build Your First Automation"
- [ ] Stretch: write Map 1's review checklist as if training a new employee — three questions, in order

Keep going (free)

Every lesson of the Automation Academy is free at braintrain-ai-academy.com/automation-academy — problems first, tools second. This worksheet feeds directly into the next lesson of Module 2.

A NOTE FOR LATER

Later in this academy, documents like this one become your Automation Blueprint — a written plan of everything you want built. You can build it yourself with what these lessons teach. And if you would ever like help designing it around your specific situation, BrainTrain AI Coach can guide you step-by-step. For now: run the worksheet. That is the whole assignment.