The 11:47 Task

Find the one job AI should take off your plate this month.

Name _____

Table _____ Role _____

1 NAME IT

What are you doing at 11:47 at night that nobody would ever hire you for? Write the task in one sentence. Pick something you do at least once a week.

2 BREAK IT DOWN, THEN SORT IT

List every step, start to finish. Then check one box per step. Be honest about the middle column: most of the win lives there.

STEP	AI DOES IT	AI DRAFTS, I APPROVE	I DO IT
1.	☐	☐	☐
2.	☐	☐	☐
3.	☐	☐	☐
4.	☐	☐	☐
5.	☐	☐	☐
6.	☐	☐	☐
7.	☐	☐	☐
8.	☐	☐	☐
9.	☐	☐	☐
10.	☐	☐	☐

3 ASK YOUR TABLE

Read your steps out loud. Table, two questions only: Which step did they mark "I do it" that AI could draft? Which step did they mark "AI does it" that a human should still check?

4 FIRST STEP FOR MONDAY

One step. Small enough to finish before lunch.

By when _____

You sign it, you own it.

Anything AI drafts goes out with your name on it. Read it like you wrote it.

No patient, employee or client information goes into a prompt. Describe the situation, not the person.



Jeremias "JMan" Maneiro
AI Strategist, Speaker, Edutainer
AI is the topic. People are the mission.

JMAN | AI
jmanai.com

The Me File

Now make the draft sound like you, not like a stranger.

Flip side of The 11:47 Task

Four blocks. Written once. Pasted into every AI chat you ever open.

AI does not sound like a robot. It sounds like a stranger, because nobody ever introduced themselves to it. This page is the introduction. Fill it in once, keep it in your notes app, and paste it at the top of any prompt before you ask for a draft.

1 WHO I AM

90 seconds

Not a bio. The facts a brand new assistant would need on day one: your role, your organization, how long you have done this, what you are actually known for.

2 WHO I SERVE

90 seconds

The people on the other end of your emails. Describe them the way you would to a friend, not the way your website does.

3 HOW I SOUND

3 minutes

Open your phone. Find three things you actually wrote this week, an email, a text, a message. Copy a line from each one here, exactly as you wrote it. Texts count.

4 WHAT I'D NEVER SAY

3 minutes

The words and phrases that make you cringe when they show up in your inbox. The one nobody writes down, and the one that does all the work.

How to use it: Paste all four blocks at the top of the chat, then add your request. Example: "Here is who I am and how I write. [Me File] Now draft an email to a customer explaining a two-day delay." Free typeable version at **jmanai.com/mefile**.



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