

Your AI Team Org Chart

Design your personal AI dream team



The goal isn't to use every AI tool. It's to build a lean, coordinated team where each member has a clear role — and they hand off to each other seamlessly. Use this worksheet to map your first three AI hires and the tools they'll use.

YOU — The Director

ROLE 1

Tool:

Main task:

ROLE 2

Tool:

Main task:

ROLE 3

Tool:

Main task:

The 6 AI Specialists — Which Will You Hire First?

ROLE 1 The Copywriter

Emails, proposals, social posts, website copy. Give it your voice and it writes like you — at scale.

MY TOOL:

ROLE 2 The Researcher

Deep research, competitor analysis, industry trends. Gets you briefed in minutes, not hours.

MY TOOL:

ROLE 3 The Analyst

Turns your data, feedback, and metrics into clear insights and recommendations.

MY TOOL:

ROLE 4 The Designer

Canva AI, Midjourney, Adobe Firefly. Creates visuals, presentations, and brand assets on demand.

MY TOOL:

ROLE 5 The Coordinator

Schedules, organises, summarises meetings, manages your inbox. Your AI chief of staff.

MY TOOL:

ROLE 6 The Trainer

Onboards new team members, creates SOPs, answers FAQs — trained on YOUR knowledge base.

MY TOOL:

Start with just one or two roles. The magic happens when you give each AI specialist a clear brief and let them get really good at their job — just like a human team member. Which role would make the biggest difference to your week right now?

Your AI Team Org Chart

Reflection + handoff planning



The AI Team Framework — 4 Core Roles

STRATEGIST

Thinks through complex problems, analyses options, challenges your assumptions.

BEST TOOLS: CHATGPT / CLAUDE

I'LL USE IT FOR:

WRITER

Drafts, edits, repurposes, and polishes all your written content with your voice.

BEST TOOLS: CLAUDE / JASPER

I'LL USE IT FOR:

RESEARCHER

Finds information, summarises sources, and surfaces insights you'd never have time to find.

BEST TOOLS: PERPLEXITY / GEMINI

I'LL USE IT FOR:

OPERATOR

Runs your automations, connects your apps, and handles the repetitive tasks invisibly.

BEST TOOLS: MAKE / ZAPIER

I'LL USE IT FOR:

Build One Handoff

Connect two AI tools so the output of one becomes the input of the other. This is where the real leverage lives.

Example: Perplexity researches a topic → Claude writes the newsletter → Canva AI designs the header

My handoff:

"The goal isn't to use every AI tool. It's to build a lean, coordinated team where each member has a clear role — and they hand off to each other seamlessly."

Week 3 Homework Checklist

- ☐ AI Team org chart — which 3 roles will you activate first and with which tools?
- ☐ Custom GPT or Claude project — trained on your voice, your business, and your most common tasks

AI team brief — a one-page document describing each AI role, its tools, and its responsibilities

☐ **Wonder Stack showcase** — what transformation will you share in Session 8?