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AI Workflow Planner

A Companion to
ChatGPT Workflows for Architects: 10 Ways to Save Time Every Day



How to Use This Planner

This planner is the fillable companion to the ARCNET guide “ChatGPT Workflows for Architects: 10 Ways to Save Time Every Day.” Each page below maps directly to one section of that article. Work through them in order, or jump to the page that matches what you need most right now.

CALLOUT

Print this planner, or fill it in directly on screen by typing into the tables. Either way, the goal is the same: turn the article's ideas into your own working system within four weeks.

Recommended Pace: The 30-Day Action Plan

The source article includes a 30-Day Action Plan broken into four weekly stages. Use the checkboxes below to mark which week you are starting on, then revisit this page at the start of each new week.

- ☐ Week 1 — Set Up the Basics (time tracking, first 3 prompts, daily dashboard)
- ☐ Week 2 — Build the Habit (daily use, 2 more prompts, first Human-AI Loop)
- ☐ Week 3 — Map Your Automation Matrix (sort tasks as a team)
- ☐ Week 4 — Measure and Adjust (productivity dashboard, first quality review)

What You Will Fill In

- Page 3 — Your own Daily AI Workflow Dashboard, with real time blocks
- Page 4 — Your own Prompt Stack Library, organized by task type
- Page 5 — Your own Automation Matrix, sorted by your team
- Page 6 — Your own Architect Productivity Dashboard, tracked weekly
- Page 7 — A tick-box version of the Quick Wins Checklist
- Page 8 — Related reading and article reference details

TIP

Keep this planner somewhere you will actually see it — printed and pinned above your desk, or open as a permanent tab. A planner that lives in a forgotten folder will not change how your week runs.

WARNING

This planner is a personal productivity tool, not a compliance or legal document. Nothing filled in here should be treated as code-compliance verification, contractual terms, or a substitute for professional review.

Your Daily AI Workflow Dashboard

Fill in your own time blocks below. Use the sample from the article as a starting point, then adjust the hours and tasks to match how your day actually runs.

CALLOUT

Keep this to four blocks maximum. More than four time blocks usually means the plan is too detailed to stick to on a busy day.

My Daily Dashboard

Time Block	Primary Task	ChatGPT Role

Notes — What Worked This Week

TIP

If a time block gets skipped more than twice in a week, the block is probably scheduled at the wrong time of day — move it rather than forcing it.

Your Prompt Stack Library

Build your own saved prompts under each category below. Start with the examples from the article, then replace them with versions tuned to your own clients, codes, and tone.

Concept & Narrative Prompts

1. _____
2. _____

Client Communication Prompts

1. _____
2. _____

WARNING

Never let a saved prompt auto-fill fee numbers or contractual terms. Use prompts only for the surrounding language — set every number and term yourself.

Technical & Code-Research Prompts

1. _____
2. _____

Documentation & Specification Prompts

1. _____
2. _____

TIP

The best prompts usually come from refining a colleague's version, not writing from scratch. Review this page as a team once a month.

AI WORKFLOW PLANNER • PAGE 5 OF 8 • SECTION 5 COMPANION

Your Automation Matrix

List every recurring task your practice handles in a month, then sort each one into the three columns below. Do this as a team — a junior architect and a partner often disagree on where a task belongs, and that conversation is worth having now.

WARNING

Never place anything involving fee terms, structural sign-offs, or code-compliance certification in the Fully Automatable or Human-AI Loop columns. These stay 100% Human, without exception.

TIP

Revisit this matrix every quarter. As your team builds a track record verifying AI output, some Human-AI Loop tasks may safely shift toward Fully Automatable — but only after evidence, not assumption.

Fully Automatable

Low-risk, high-repetition tasks where a mistake is easy to catch and low-cost.

1. _____
2. _____
3. _____

Human-AI Loop

AI drafts, a human verifies and edits, and only the human-approved version goes out.

1. _____
2. _____
3. _____

100% Human

Design decisions, life-safety judgments, fee terms, and anything requiring a professional seal.

1. _____
2. _____
3. _____

Your Architect Productivity Dashboard

Track these four metrics weekly for a full month. The goal is not a perfect log — a rough self-estimate, kept consistently, is more useful than a precise log kept for only one week.

CALLOUT

Time saved only counts if quality holds. Always pair a time metric with a quality check before deciding a workflow is working.

Suggested metrics to track each week: time saved per task type, % of AI drafts needing major rewrite, active users of the prompt library, and % of AI drafts that received human review before sending.

Week 1

Metric	This Week's Result	Notes

Week 2

Metric	This Week's Result	Notes

AI WORKFLOW PLANNER • PAGE 6 (cont.) OF 8 • SECTION 6 COMPANION

Week 3

Metric	This Week's Result	Notes

Week 4

Metric	This Week's Result	Notes

WARNING

If review compliance drops below 100% for two weeks in a row, pause and find out why before adding any new AI workflow. Skipped reviews are the most common way small AI mistakes become client-facing ones.

Quick Wins Checklist

Tick off each item as you complete it. Each one takes under fifteen minutes to set up and saves time from the first day — start here if you have not built any workflow yet.

☐ Create one saved ChatGPT prompt for turning meeting notes into action items.

☐ Build a standard scope-letter template you can adapt per project in minutes.

☐ Set up a daily 15-minute inbox triage block using AI-drafted first responses.

☐ Save a code-research prompt that always asks for the source clause, not just an answer.

☐ Schedule one weekly 20-minute review of everything AI drafted that week.

Add Your Own

Once the five above are habits, add your own quick wins here — the small fixes specific to your practice that took under fifteen minutes but kept paying off.

☐ _____

☐ _____

☐ _____

Continue Exploring

This planner accompanies the ARCNET.STUDIO guide “ChatGPT Workflows for Architects: 10 Ways to Save Time Every Day,” part of the AI Workflows content cluster under the Tools category. Related reading to go deeper:

- Building a Prompt Library for Architecture Practices (AI Workflows cluster)
- How to Brief AI Tools Without Losing Design Control (AI Workflows cluster)
- Climate-Responsive Documentation: What Changes by Region (Climate-Responsive Design cluster)
- Running a Lean Architecture Studio: Systems Over Hustle (Practical Architecture cluster)

Share Your Results

If this planner saved your practice real time, ARCNET.STUDIO would love to hear about it for future case studies and articles in the AI Workflows cluster.
