



# HUMAN WITH AI

## Career Readiness Guidebook

### Section 1

## AI Readiness Self-Assessment

A practical workbook to help you understand your current AI readiness, identify where your work may change, and decide your next course of action.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Not Human vs AI. Human with AI.**

# Introduction

AI is changing the way people work, learn, communicate and create value. For mid-career professionals, this can feel exciting and uncomfortable at the same time.

This section is designed to help you pause, assess your current readiness, and take a practical first step. It is not a technical exam. It is a reflection tool to help you understand where you are today and what you should do next.

## Core idea

AI should not replace your thinking. AI should expand your ability. The goal is to use AI, direct AI, question AI and stay in control.

## How to use this section

- Answer each question honestly. There is no need to impress anyone.
- Use the reflection spaces to write real examples from your work or life.
- Score yourself at the end of each assessment area.
- Use the final action planner to decide your next course of action.
- Review your answers again after 30 days to track progress.

## Readiness areas

Area	What it checks	Why it matters
Mindset readiness	Your attitude toward AI and change	Mindset affects learning speed and confidence
Tool familiarity	How often you use AI tools	Practice builds fluency
Task exposure	Which parts of your work may change	Task awareness reduces fear
Skill confidence	Your ability to use AI safely and usefully	Skills turn awareness into action
Opportunity orientation	Your ability to see new career or income paths	Opportunity thinking creates options



# Scoring guide

For each statement, circle or tick the score that best describes you today.

<b>1</b> Not yet	<b>2</b> Basic awareness	<b>3</b> Developing	<b>4</b> Confident	<b>5</b> Strong and active
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### Be honest with your score

A lower score is not a failure. It simply shows where your next learning action should begin.

## Assessment Area 1: Mindset readiness

Score yourself from 1 to 5 for each statement.

Statement	1	2	3	4	5	Notes
I believe AI will affect the way my work is done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am willing to learn AI even if I feel uncertain at first.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I see AI as a tool to work with, not an enemy to fight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am open to changing how I work if it helps me stay relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I can accept that some past skills may need to be updated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Area score total:** \_\_\_\_\_ / 25

**What did I notice about myself in this area?**

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## Assessment Area 2: Tool familiarity

Score yourself from 1 to 5 for each statement.

Statement	1	2	3	4	5	Notes
I have used ChatGPT or similar AI tools for real tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I know how to ask AI clearer and more useful questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I have used AI to summarise, draft, analyse or plan something.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I understand that AI output needs checking before use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am comfortable experimenting with AI tools without waiting for perfect instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Area score total: \_\_\_\_\_ / 25

What did I notice about myself in this area?

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## Assessment Area 3: Task exposure awareness

Score yourself from 1 to 5 for each statement.

Statement	1	2	3	4	5	Notes
I can list the main tasks that make up my current job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I know which of my tasks are repetitive or document-heavy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I know which tasks need human judgement, trust or relationship-building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I can identify where AI could save time in my current work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I understand that task change can happen before job titles change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Area score total:** \_\_\_\_\_ / 25

**What did I notice about myself in this area?**

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## Assessment Area 4: Skill confidence

Score yourself from 1 to 5 for each statement.

Statement	1	2	3	4	5	Notes
I can use AI to improve a work document or message.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I can use AI to prepare for a meeting, interview or discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I can use AI to create a simple learning plan for myself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I can judge whether AI output is useful, weak or risky.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I can explain one practical AI use case to another person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Area score total:** \_\_\_\_\_ / 25

**What did I notice about myself in this area?**

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## Assessment Area 5: Opportunity orientation

Score yourself from 1 to 5 for each statement.

Statement	1	2	3	4	5	Notes
I can see how my experience can still be valuable in the AI age.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I can identify at least one new role, service or income path that may fit me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am willing to test a small opportunity before making a big career move.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I understand that AI can support solopreneurship but cannot replace customers and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am ready to create a 30-day action plan for my AI readiness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Area score total:** \_\_\_\_\_ / 25

**What did I notice about myself in this area?**

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# My AI Readiness Summary

Transfer your area scores into the table below.

Readiness area	Score out of 25	What this suggests	Priority level
Mindset readiness	___ / 25	_____	High / Medium / Low
Tool familiarity	___ / 25	_____	High / Medium / Low
Task exposure awareness	___ / 25	_____	High / Medium / Low
Skill confidence	___ / 25	_____	High / Medium / Low
Opportunity orientation	___ / 25	_____	High / Medium / Low

## Overall readiness interpretation

Total score	Readiness level	Recommended focus
25 to 50	Early awareness	Start with basic AI exposure and confidence-building.
51 to 80	Developing readiness	Practise AI weekly and map your job into tasks.
81 to 105	Practical readiness	Use AI for real workflows and improve judgement.
106 to 125	Strong readiness	Lead small experiments and help others learn.



# Self-Reflection: What This Means For Me

**1. Which part of my current work feels most exposed to AI?**

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**2. Which part of my work still depends strongly on human judgement, trust or relationship-building?**

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**3. What is one AI tool or use case I should start practising this month?**

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**4. What experience or strength do I already have that AI cannot easily replace?**

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**5. What is one career or income opportunity I want to explore further?**

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## Next Course of Action

Use your assessment results to choose your next move. Select one primary focus for the next 30 days.

### If your score is low in mindset readiness

Focus on understanding AI calmly. Watch simple demonstrations, attend an introductory session, and speak with someone who uses AI at work.

### If your score is low in tool familiarity

Practise one AI task every working day. Start with summarising, drafting, planning and improving documents.

### If your score is low in task exposure awareness

Map your current role into tasks. Mark each task as automated, augmented or protected.

### If your score is low in skill confidence

Choose three practical use cases and repeat them until you feel comfortable. Ask AI to explain, improve, compare and challenge your work.

### If your score is low in opportunity orientation

List your strengths, networks and industry experience. Identify one small career or income experiment to test.

## My chosen 30-day focus

- Build basic AI confidence
- Practise AI tools regularly
- Map my work into tasks
- Improve one real workflow
- Explore a new role or income path

# 30-Day AI Readiness Action Planner

Week	Main action	What I will do	Evidence of progress
Week 1	Map my work into tasks	_____	_____
Week 2	Use AI for one real task each day	_____	_____
Week 3	Redesign one workflow with AI support	_____	_____
Week 4	Create one opportunity experiment	_____	_____

## Personal commitment statement

For the next 30 days, I will not treat AI as something distant or frightening. I will practise, reflect and take one practical step toward becoming more useful in an AI-enabled world.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Closing Note

This self-assessment is the starting point. You do not need to master everything immediately. You only need to become more active, more curious and more deliberate than you were yesterday.

### Remember

The goal is not to become less human. The goal is to become a more capable human who knows how to work with AI.

**Next section in the guidebook: Personal Job Task Mapping.**

## Guide Disclaimer

I understand that this guide is provided for general information and learning purposes only, and that Accrete Innovation and the author are not responsible or liable for any decision, action, loss or outcome arising from my use of the guide.