

DBR AI LEVERAGE LAB · WEEK 11 · AI OPERATING SYSTEM · FULL-COLOR FIELD EDITION

The AI-Powered Week

Turn recovered hours into a repeatable weekly operating system.

Built to turn clear ideas into useful, responsible action.

Turn recovered hours into a repeatable weekly operating system. This edition preserves and organizes the supplied training material into an easy-to-study magazine experience.

01 · FIND THE SIGNAL

Use the source guidance to identify the ideas, prompts, examples, and decisions that can improve your next workweek.

02 · APPLY WITH JUDGMENT

Review all client-facing language, validate relevant facts, and keep human responsibility in every important decision.

03 · TURN IT INTO A HABIT

Take one useful idea from this guide and make it part of a repeatable rhythm rather than a one-time experiment.

06 · MAGAZINE PAGES

Designed for online reading, printing, discussion, and action inside the DBR AI Leverage Lab library.

Field Notes 01

Your AI-Powered Week Design your complete weekly operating system. This is the week everything you've built becomes one repeatable rhythm — and you find out exactly how many hours you got back.

THE BIG IDEA The tools gave you hours. The system decides what they're worth. Saving five hours means nothing if they refill with busywork. The win is putting those hours where they make money — in front of people, closing, building relationships. Today: audit where your time really goes, sort every task into three lists, and design a week that protects what matters.

STEP 1 — THE TIME AUDIT You can't reclaim time you can't see. For one honest week, log every work block — admin, email, prospecting, calls, busywork. Then add it up by category. Most producers find 8–15 hours a week going to work AI can now handle.

Quick audit — fill in your rough weekly hours Email + inbox management

Writing (proposals, content, outreach)

Research + prep

Admin + data entry + scheduling

Prospecting + outreach

Client calls + meetings

Follow-up

★ Be honest, not aspirational Track what your week actually looks like, not what you wish it looked like. The leaks you're a little embarrassed by are exactly the hours AI can hand back to you.

Step 2 — The 3-List Framework Take every task from your audit and drop it into one of three lists. This is the decision that designs your week.

List Your role Examples

AUTOMATE AI does it Scheduled briefings, follow-up drafts, data cleanup, reminders.

ACCELERATE AI drafts, you finish Proposals, content, outreach, research, meeting prep.

HUMAN Only you Closing, hard conversations, relationships, judgment calls.

Now sort YOUR tasks:

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AUTOMATE — AI does it

ACCELERATE — AI drafts, you finish

HUMAN — only you

★ The rule Automate the first list. Accelerate the second. Protect the third with everything you've got — that's where your income actually comes from.

Step 3 — Your Personal Operating System Four pillars. You already built each one across the program. Now they run on a schedule.

Pillar What it does From

Morning briefing Every day: calendar, priority emails, and drafts Week 8 waiting before you start.

Content batch day One block a week produces a month of content. Week 6

Prospecting block Protected time to research and reach out — AI Weeks 3–4 does the prep.

Follow-up automation The sequence that never forgets, running in the Week 5 background.

Step 4 — Design Your Ideal Week A sample rhythm below. Then fill in the blank grid with yours. Every day starts with the briefing.

Sample week MON TUE WED THU FRI

Briefing Briefing Briefing Briefing Briefing

Prospecting Content batch Prospecting Client calls Prospecting

Deep work Prospecting Client calls Follow-ups Week review

Your week — fill it in MON TUE WED THU FRI

★ Guard the blocks Batch like tasks together. Protect your prospecting time like a client meeting — because it is the one that pays for all the others. Let the briefing carry the admin.

Field Notes 03

Step 5 — Fill the Hours You Got Back Saved hours only count if they go where the money is. Don't refill them with new busywork. • More conversations — the one activity that actually grows income. • Deeper relationships — real presence with the clients and partners who matter. • The strategic move you kept postponing — now you have room for it.

Homework: Run Your AI-Powered Week Design it, live it for one week, and bring the number. This is your personal testimonial.

THIS WEEK Time audit complete

3 lists filled in (Automate / Accelerate / Human)

Ideal-week calendar built with the four pillars

Ran it for one full week

HOURS I GOT BACK this week:

The revenue activity I'll fill them with:

The Golden Rules • Automate the busywork, accelerate the drafting, protect the human work. • Every day starts with the morning briefing. • Guard your prospecting blocks — that's the income engine. • Don't fill saved time with new busywork. Fill it with what only you can do. • Keep the app open so scheduled pieces run. • It drafts, you approve. Never paste sensitive client data. Verify facts before you act.

Next week is the finale — Week 12: New Income & What's Next. Bring your number.

The advantage appears when the lesson becomes a habit.

Choose one idea from this guide, put it into a real workflow this week, and review it in your own voice and judgment.

ONE DECISION · ONE ACTION · ONE BETTER WEEK