Task X-Ray Worksheet

YOUR NAME _____ CLASS PERIOD _____ JOB TITLE (THE JOB YOU ARE X-RAYING) _____ INTERVIEW DATE _____

INTERVIEWED (FIRST NAME OR ROLE ONLY. NO FULL NAMES OR EMPLOYERS.) _____

1 Interview
Ask someone about their real job. Use first name or job title only, and ask permission before you write anything down.

2 List the tasks
Break the job into 6 to 10 separate tasks. A task is something with a clear start and finish.

3 Estimate time
For each task, estimate the percent of their working time it takes. Aim for a total near 100%.

4 Judge each task
Decide whether AI could do most of it, would assist, or the human keeps it. Say why.

5 Compare to data
Check your picture against a published source, such as the job's task list on O*NET, and note where you disagree.

6 Write the brief
Use the findings boxes below to build your one-page career brief.

TASK (one clear start and finish)	% OF TIME	AI'S ROLE (check one)	WHAT MUST BE CHECKED	ONE REASON
		☐ Could do most ☐ Assists ☐ Human keeps		
		☐ Could do most ☐ Assists ☐ Human keeps		
		☐ Could do most ☐ Assists ☐ Human keeps		
		☐ Could do most ☐ Assists ☐ Human keeps		
		☐ Could do most ☐ Assists ☐ Human keeps		
		☐ Could do most ☐ Assists ☐ Human keeps		
		☐ Could do most ☐ Assists ☐ Human keeps		
		☐ Could do most ☐ Assists ☐ Human keeps		

AI's role: Could do most = a tool could do the bulk of it with light review. Assists = AI speeds up part, a person decides and owns it. Human keeps = judgment, trust, safety or relationships.
Add up your % column. It should land near 100. This is an estimate from one interview, not a measurement of the whole job.

Task X-Ray Worksheet

Tally, compare, and write your findings

1. THE X-RAY (add the % of time for each category from page 1)

Could do most	Assists	Human keeps	Total (about 100)
%	%	%	%

2. PUBLISHED DATA I COMPARED AGAINST (source, and what it said. For example the occupation's task list on O*NET OnLine.)

3. FINDINGS FOR YOUR ONE-PAGE CAREER BRIEF

Biggest change AI could make
Which task changes most, and how?

What stays human, and why
What can't be handed off?

What I'd tell this person
One honest piece of advice.

INTERVIEW STARTERS (build your own guide in 3-2-3. These are only starting points.)

- Walk me through yesterday. What did you actually do, in order?
- Which part of your job takes the most time? Which part matters most?
- What do you do that would go wrong if a mistake slipped through?
- Do you already use any AI or automation? What do you check before you trust it?
- Which tasks need you to know a person, a place, or a situation well?

Ask permission before you write anything down. Don't record a full name, an employer, or private details.