



Where should your firm start with AI?

Score each idea from 1 to 5. Start with the highest total.

HOW TO USE IT

1 List the tasks

Write down three to six tasks you'd like AI to help with.

2 Score each one

Rate every task from 1 to 5 on all six criteria. A 5 is always the better answer.

3 Start at the top

Pilot the highest total first. The guide on page 2 shows what a 1 and a 5 look like.

YOUR SCORECARD

TASK OR USE CASE	Impact	Frequency	Repeat-ability	Ready data	Manage-able risk	Easy adoption	Total (out of 30)

READING YOUR TOTAL

24–30

Strong first pilot

18–23

Promising: fix the lowest score first

Under 18

Park it for now

One thing never gets a score: legal judgment.

You can never outsource it to AI. A lawyer reviews every output, whatever the total.

What a 1 and a 5 look like

CRITERION	SCORES 1	SCORES 5
Impact How much would this save or improve?	Saves a few minutes. Clients won't notice.	Saves hours every week or visibly improves client service.
Frequency How often does this task come up?	A few times a year.	Every day.
Repeatability Does it follow the same steps each time?	Different every time, full of judgment calls.	Same steps, same inputs, same output format.
Ready data Is the information you need clean and in one place?	Scattered across inboxes, drives and paper files.	Organized and accessible, or a clean subset you can test on.
Manageable risk Can you keep information safe and check every output?	Highly sensitive data. Output is hard to verify.	Low-sensitivity data. A lawyer can check output quickly.
Easy adoption Will the people who do this task actually use it?	"We've always done it this way."	The team is already asking for it.

WORKED EXAMPLE (ILLUSTRATIVE)

TASK OR USE CASE	Impact	Frequency	Repeat-ability	Ready data	Manage-able risk	Easy adoption	Total (out of 30)
Engagement letter first drafts	4	5	5	4	4	4	26
Litigation strategy memos	5	2	1	2	2	3	15

Engagement letters score high almost everywhere, so they make a strong first pilot. Strategy work is high-impact but rarely repeatable and full of judgment calls: park it.

Want a second pair of eyes on your scores?

We run hands-on, human-led AI training and implementation for solo and small law firms.

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