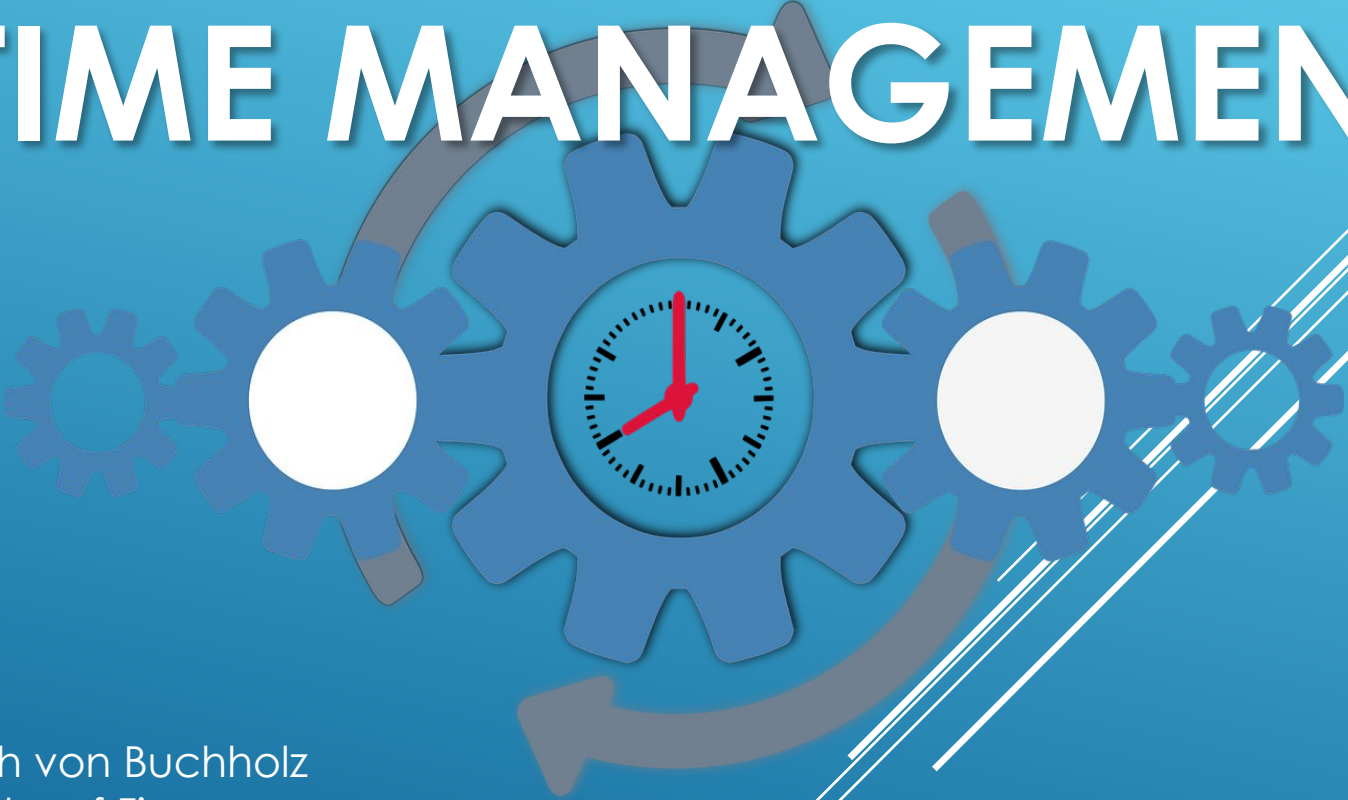


AI SKILLS LAB: AI FOR TIME MANAGEMENT

A graphic illustration featuring a central clock face with red hands, surrounded by several interlocking blue gears. A large, curved grey arrow points clockwise around the gears. The background is a solid blue color with white diagonal lines on the right side.

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apolitical

PURPOSE

- ▶ Public service is about impact, but our time is often consumed by process.
 - ▶ Generative AI can help us save time by serving as a personal assistant that can summarizing long meeting notes and documents, but more importantly it can also be a *system-level optimizer* and *time multiplier* for government work to help us get more accomplished in a fixed period of time during the work week.
- 
- A series of white lines of varying lengths and angles, located in the bottom right corner of the slide, creating a modern, abstract graphic element.

SCOPE

What we'll cover today:

- ▶ Examples of applied generative AI for time management, under the assumption that public servants at this session have authorized access to a gen AI system, such as Microsoft Copilot.

What we're NOT covering today:

- ▶ AI-augmented apps and agentic AI (autonomous AI agents)...because not everyone will have access to the same apps and agents.
- ▶ Prompt formulae: Prompts should not be formulaic. AI models may give you a different answer each time the same prompt is entered. Rather, use good practices for prompting techniques and craft a unique prompt that fits the context of what you need.

AI declaration:

- ▶ To save time writing generic prompt examples, I used gen AI to create some of the examples. The icons were also created with AI.

2025 KPMG STUDY OF AI ADOPTION IN THE PUBLIC SERVICE IN CANADA

How do public servants use AI?

- ▶ **22%** of the 349 Canadian public servants say their organizations have implemented AI tools
- ▶ **32%** are currently experimenting or piloting AI tools
- ▶ **9%** intend to implement AI
- ▶ **18%** have not implemented
- ▶ **4%** do not plan to implement
- ▶ **15%** do not know of any AI adoption plans

What do public servants use?

- ▶ Nearly half (**48%**) use AI tools for work
- ▶ Half of these (**50%**) use publicly available tools ("shadow AI")
- ▶ **33%** use private or proprietary AI tools provided by their employer
- ▶ **17%** use both public and private AI tools

Is AI important to the public service?

- ▶ **36%** feel that AI is "extremely" and "very" important to improving their organization's productivity and operational efficiency
- ▶ **69%** of public servants at organizations that have implemented AI say "AI anxiety is real" within their organization, e.g. job security, ethical dilemmas, privacy, fake content, deepfakes, and disinformation
- ▶ **85%** believe that Canadians don't truly understand or have confidence in how the public service will develop and use AI

Time Sucks vs. Time Hacks

The Time Suck: Comparing web page content or draft documents to procedures, policies, or legislation is a complex, time-consuming process where key details can be missed or misinterpreted.

The Time Hack: Analyze content from one source using the rules, policies, or legislation from another source.

Example: “Compare several detailed web pages for a tax program with the related legislation to see if there are any gaps between the web communications and the laws. Provide a rationale for which differences might be significant.”

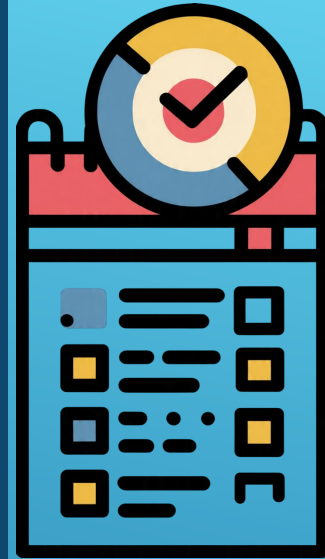


Critical Thinking: Remember to be the Human-In-the-Loop who reviews and verifies all details from AI responses. Invite a colleague or manager into the loop to review it, too.

The Time Suck: At the onset of a new project, trying to predict project development for periods such as 30, 60, and 90 days out.

The Time Hack: Design a forecasting prompt that guides generative AI to suggest project tasks and possible risk scenarios for milestone periods (e.g. 30, 60, and 90 days or more)

Example: The more contextual data and dimensions you can provide in your initial prompt and subsequent turns (follow-up prompts) will help improve the quality of the AI output. Your prompt should: 1) define the context, 2) specify your timeframes, 3) clarify the dimensions, 4) set the tone of the response, and 5) indicate how the output should be structured.



Critical Thinking: Remember to be the Human-In-the-Loop who reviews and verifies all details from AI responses. Invite a colleague or manager into the loop to review it, too.

The Time Suck: Creating data visualizations when reporting on financial numbers, survey results or client service data can be daunting if you don't have the time, the design skills, or the right digital tools.

The Time Hack: By entering your data or attaching a data file to upload to AI, your AI can become your data analyst and designer. After your initial prompt, you can modify the presentation (look and feel) in subsequent turns.

Example: Prompt AI to upload data and generate:

- Line charts (trends over time)
- Bar/stacked bar charts (comparisons)
- Pie/donut charts (proportions)
- Scatter plots (relationships between variables)
- Heatmaps and more advanced statistical visuals



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The Time Suck: Most public servants have recurring or one-time meetings spread across their weekly calendars that often rob us of our task time or make our workdays stressful (e.g. having two major meetings back-to-back).

The Time Hack: Enter your calendar data into an Ai prompt by connecting it to your approved AI system or by exporting a calendar data file or simply copying appointments into it.

Example: “Here are my upcoming events (upload calendar data file or list each one with the purpose, date, and time). Using this calendar, help me plan my time over the next 30, 60, and 90 days. Identify busy periods, risks of overload, and suggest focus areas.”



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The Time Suck: Public servants often have to send repetitive or similar communications for public inquiries or even internal updates to staff. Sometimes there are emergent scenarios such as weather disturbances, technology issues, or simply change management needs.

The Time Hack: Use AI to generate reusable communication templates that adapt to different contexts, audiences, and tones, to help reduce time on initial drafts while ensuring a consistent format and messaging style.

Example: Prompt AI to create a structured format that can easily be reused and customized: “Based on the following input, generate a reusable template that can be adapted to different contexts, audiences, and tones. Your output must include...”

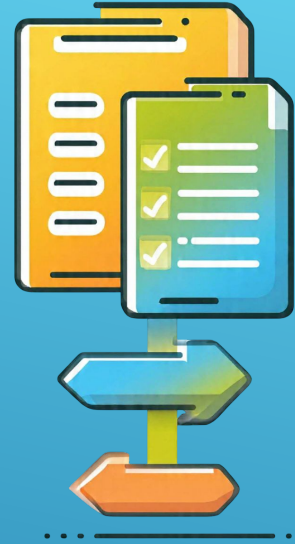


Critical Thinking: Remember to be the Human-In-the-Loop who reviews and verifies all details from AI responses. Invite a colleague or manager into the loop to review it, too.

The Time Suck: Interpreting lengthy new policy documents can be incredibly time-consuming and even perplexing. The challenge for public servants is to convert policy into actionable tasks.

The Time Hack: Summarize new or revised regulations into prioritized to-do lists, deadlines, and dependencies for specific teams or roles. This can reduce the lag between policy release and implementation.

Example: “You are assisting a government team in implementing new/revised regulations. Read the attached text carefully and produce a structured summary that translates policy requirements into actionable steps. The output must include: prioritized, actionable tasks; deadlines and timelines; dependencies and sequencing.”



Critical Thinking: Remember to be the Human-In-the-Loop who reviews and verifies all details from AI responses. Invite a colleague or manager into the loop to review it, too.

More questions?

Ask AI...or ask me. I'll help if I can.

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