

# BUILD YOUR AI TEAM™

## BLUEPRINT

A practical blueprint for creating more capacity around the work, ideas, and purpose that matter most.

**Start with the need. Not the app.**

PURPOSE -> CAPACITY -> TEAM -> PARTNERSHIP -> IMPACT

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**This is not a list of AI tools.** It is a way to decide what support you actually need, where AI can help, and what should always remain yours.

## 1. PURPOSE - What are you trying to move forward?

Start with something that matters enough to deserve support. Your goal is not to use more AI. Your goal is to create momentum around meaningful work.

**What idea, project, responsibility, business goal, or passion needs momentum?**

**Who benefits if you move it forward?**

**What would meaningful progress look like in the next 30 days?**

## 2. CAPACITY - Where are you getting stuck?

The challenge is often not a lack of ideas. It is the distance between the idea and execution.

| Where is the friction?        | What does it cost you?                                           |
|-------------------------------|------------------------------------------------------------------|
| What keeps getting postponed? | Time / energy / visibility / revenue / follow-through / presence |
| What takes too long?          | What would become possible with more capacity?                   |

### 3. TEAM - Who would you hire first?

Before choosing technology, name the role. If you could hire one teammate tomorrow, what kind of support would make the biggest difference?

|                            |                             |                              |
|----------------------------|-----------------------------|------------------------------|
| <b>Executive Assistant</b> | <b>Research Partner</b>     | <b>Thinking Partner</b>      |
| <b>Writer / Editor</b>     | <b>Marketing Strategist</b> | <b>Designer</b>              |
| <b>Project Manager</b>     | <b>Meeting Assistant</b>    | <b>Something else: _____</b> |

My first teammate/role: \_\_\_\_\_

### 4. PARTNERSHIP - What should AI do, and what stays yours?

| MY AI TEAM CAN...                                                                        | I STILL OWN...                                                                                                       |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Research<br>Organize<br>Draft<br>Summarize<br>Challenge<br>Prepare<br>Repurpose<br>Track | My voice<br>My judgment<br>My relationships<br>My values<br>My lived experience<br>My decisions<br>My accountability |

**Rule:** Partnership does not mean abdication. Verify important outputs, protect confidential information, follow employer/client policies, and keep human judgment where consequences matter.

### 5. IMPACT - What should change?

More generated content is not automatically more impact. Decide what success looks like.

| I want more capacity to...                           | I will know this is working when... |
|------------------------------------------------------|-------------------------------------|
| Think / create / serve / lead / connect / be present |                                     |

## TOOLS YOUR TEAM MIGHT USE

These are examples, not a required tech stack. Capabilities and pricing change quickly. Start with the support you need, then choose technology that fits your workflow, budget, privacy requirements, and comfort level.

| Need                                          | Possible teammate                 | Examples to explore                                       |
|-----------------------------------------------|-----------------------------------|-----------------------------------------------------------|
| Organize ideas, draft, think through problems | Chief of Staff / Thinking Partner | ChatGPT, Claude, Gemini                                   |
| Research and source discovery                 | Research Partner                  | Perplexity, ChatGPT, Gemini                               |
| Visual assets and brand materials             | Creative Partner                  | Canva                                                     |
| Presentation support                          | Presentation Partner              | Canva, PopAI                                              |
| Meeting capture and follow-up                 | Meeting Assistant                 | Otter, Zoom AI, Fathom                                    |
| Administrative / workflow support             | Executive Assistant               | Lindy, Claude Co-Work, Notion or similar automation tools |

**Three rules:** 1) Don't collect tools - build roles. 2) Use what you already have first. 3) Never outsource your judgment.

## TRY THIS PROMPT

I want to build an AI support team around my actual life and work. The area where I need the most support right now is \_\_\_\_\_.  
  
Before recommending solutions, ask me 5 questions to understand what I'm trying to accomplish, what takes my time, what I enjoy doing, what I don't want to delegate, and where I'm currently getting stuck.  
  
Then help me identify the first AI teammate/role I should build and 3 practical ways that teammate could support me this week.

**ONE NEED. ONE TEAMMATE. ONE WORKFLOW. ONE WEEK.**

| My first teammate | The workflow I will test | My 7-day success signal |
|-------------------|--------------------------|-------------------------|
|                   |                          |                         |

# KEEP BUILDING.

I share ideas on leadership, capacity, workplace culture, and how we can use AI intentionally without losing the human part of our work.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |
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| <div data-bbox="415 600 519 695"></div> <div data-bbox="190 688 740 779"><p><b>Dr. Lola Adeyemo</b><br/>ERG Strategist for CHROs &amp; People Leaders  <br/>Turning ERGs into Leadership Pipelines &amp; R...</p></div> <div data-bbox="342 806 589 1031"></div> <div data-bbox="151 1113 781 1146"><p>Scan QR or Click Here to <a href="#">Connect with me on LinkedIn</a></p></div> | <p><b>To Join Our Live Building AI Team Labs<br/>&amp; Follow Along Visit:</b><br/><a href="https://www.drloa-adeyemo.com/build-your-ai-team">https://www.drloa-adeyemo.com/build-your-ai-team</a></p> <p><b>Questions? Email:</b> <a href="mailto:Lola@EQImindset.com">Lola@EQImindset.com</a></p> |
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**BUILD THE SUPPORT. CREATE THE CAPACITY. BRING THE IDEA TO LIFE.**

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