WHERE IS MY DOT? / PROFESSOR

Your Time-Back Receipt

Print or type in a PDF reader. Calculate totals manually. Keep your copy private.

Task / output _____ **Date / trial** _____

Same scope and final-quality standard for both methods _____

01 Record the whole task

Minutes. Count each stage once. Use the same task, scope and timing basis.

EFFORT BY STAGE	Manual ○ Measured ○ Est.	AI-assisted ○ Measured ○ Est.
Setup / preparation		
Execution / prompts / interaction		
Human review / checking		
Corrections / rework		
Logging / other active effort		
Active total = five stages		
Non-overlapping waiting		
Elapsed total = active + waiting		

Timing basis: ○ Active ○ Elapsed Keep waiting out of active stages. No double-counting.

02 Calculate the signed difference

Manual total	AI workflow	Review + corrections	Net time back
all stages	setup + execution + other	AI-assisted stages only	signed minutes

Net = manual - AI workflow - review/corrections. Add AI waiting to workflow only if elapsed.
Negative means more time used. If either method is estimated, label the result an estimate.

Quality: Manual ○ Pass ○ Revise AI ○ Pass ○ Revise Decision: _____

Both must meet the same standard before claiming savings. Decision: keep, change or stop.

03 Give time a purpose

Family ☐ Friends ☐ Work ☐ School ☐

Intended use / next moment _____

Actual use later _____ Circle _____ Minutes _____

The circles above mark an intention. Record actual use only after it happens.

Follow institutional policy. Use no real student data, grades or submissions. Keep grading, course requirements and student decisions outside this exercise.

Your Time-Back Receipt

Field-by-field guide. Keep this receipt private unless you choose to share it.

01 Choose a comparable task

Name one repeatable output and define the scope and quality standard before testing. Compare one task with one task. Record the date or observation period. The worksheet is optional prework or an in-session activity.

02 Separate estimates from measurements

Measured means timed or recorded. Estimated means recalled, planned or guessed. Label each method independently. If either is estimated, the difference is estimated. Complete only the fields you can support; leave untested AI results blank.

03 Count every stage for both methods

Record setup, execution, human review, corrections and other active effort for both manual and AI-assisted work. AI execution includes prompting, interaction and remaining human task work. Include logging. Count initial setup in the trial; do not quietly exclude it or spread it across an invented number of future uses.

04 Choose one timing basis

Active time is time spent working. Elapsed time also includes non-overlapping waiting. Use the same basis for both methods and count simultaneous or overlapping minutes only once. For a complex concurrent workflow, record actual start-to-finish time separately instead of summing overlapping durations.

05 Read the difference honestly

Manual total minus the complete AI-assisted total gives signed net minutes. In the compact summary, AI workflow means setup + execution + other active effort, plus waiting only for an elapsed comparison. Add AI review and corrections once. A negative result means more time used; keep those trials too.

06 Apply the quality gate

Check both outputs against the same standard. If either fails, record the result as a trial needing revision, not savings. Count correction time and recheck. One successful trial does not prove a repeatable benefit. If you calculate a percentage, use net / manual x 100 only when manual time is above zero and both outputs pass.

07 Distinguish intention from actual use

Mark Family, Friends, Work or School for where you intend to use any reclaimed time. Multiple circles are fine; this does not divide minutes among them. Later record the actual activity, circle and minutes separately. Do not claim reinvestment before it happens. There is no required center or equal allocation.

08 Keep the experiment safe

Follow institutional policy. Use no real student data, grades or submissions. Keep grading, course requirements and student decisions outside this exercise. A worksheet does not authorize sending, posting, purchasing, scheduling, connecting accounts or changing systems. Choose keep, change or stop after review.

Your Time-Back Receipt

Fictional planning example. No measured result or savings claim.

01 Task and comparable scope

Draft a discussion-facilitation plan for a fictional lesson.
Task circle: Work / School.

02 A clearly labeled baseline

Estimated from memory, not measured: 30 minutes per task, 2 time(s) per week.
Period baseline: 30 x 2 = 60 minutes per week (estimated).
For the paired trial, compare one task against 30 estimated minutes. Time a comparable manual task for stronger evidence. The stage breakdown is unknown until observed.

03 One AI opportunity and human review

Opportunity: Suggest an opening question, two follow-ups and an activity from an invented lesson outline.
My review: Check subject accuracy, alignment, inclusion, accessibility and feasible timing. I retain instructional judgment.

04 A safe test and shared quality standard

Test: Use a fictional, ungraded lesson outline and an approved tool. Keep the plan private.
Quality standard for both methods: Questions support the objective, facts are accurate, the activity fits the allotted time, and no course requirements are invented.

05 The intended life moment

More thoughtful live discussion and protected time for scholarly reading.
This is an intention. Actual use, actual circle and minutes reinvested stay blank until they happen.

06 After testing only

Record both methods by stage and select active or elapsed timing. Label both evidence sources. Keep setup, review, corrections and other effort visible. Record both quality checks.

Manual total: _____ min
AI workflow: _____ min + AI review/corrections: _____ min
Signed difference: _____ min Evidence: estimated / measured
Quality: manual pass / revise; AI pass / revise
Decision: keep / change / stop
Actual use later: _____ Circle: _____ Minutes: _____

Leave test results blank until supported. These example baseline numbers describe effort, not time saved.