WHITE COLLAR JOBS

The 10-Minute AI Career Risk Audit

A practical companion to White Collar Jobs

See where your work is exposed, where your human value is strongest and what to protect next.

A practical reader workbook

Donna Sunario BSc

How to use this audit

Set a timer for ten minutes. Answer quickly and honestly. This is not a prediction of whether your job will disappear. It is a way to separate tasks that technology can imitate from the judgement, authority and responsibility that make your work valuable.

Scoring

For each statement, score yourself: Yes = 2, Sometimes = 1, No = 0. Add the scores at the end of each section.

Your role

Job title or main type of work:

The three tasks that take most of my time:

1. Task exposure

The more often these statements are true, the more of your current workload may be easy to standardise or automate.

1. My work follows repeatable steps that can be documented clearly.	[ ] Yes	[ ] Sometimes	[ ] No
2. Much of my output is drafting, summarising, formatting or routine analysis.	[ ] Yes	[ ] Sometimes	[ ] No
3. Someone could judge my work mainly by speed, volume or cost.	[ ] Yes	[ ] Sometimes	[ ] No
4. My tasks depend more on known information than on context or relationships.	[ ] Yes	[ ] Sometimes	[ ] No
5. I rarely need to carry personal accountability for the final decision.	[ ] Yes	[ ] Sometimes	[ ] No
6. A good first draft is often treated as good enough in my workplace.	[ ] Yes	[ ] Sometimes	[ ] No

Task exposure score: _____ / 12

Which task feels most exposed, and why?

2. Human advantage

These are the areas that become more valuable when information and output become cheap.

1. People rely on me to interpret ambiguity, not just provide information.	[ ] Yes	[ ] Sometimes	[ ] No
2. I understand consequences that are not visible in the data alone.	[ ] Yes	[ ] Sometimes	[ ] No
3. My credibility is built through trust, judgement and a record of sound decisions.	[ ] Yes	[ ] Sometimes	[ ] No
4. I can challenge an answer when it looks polished but does not fit the context.	[ ] Yes	[ ] Sometimes	[ ] No
5. My work requires negotiation, influence or sensitive communication.	[ ] Yes	[ ] Sometimes	[ ] No
6. I can explain who remains accountable when AI is used.	[ ] Yes	[ ] Sometimes	[ ] No

Human advantage score: ____ / 12

What do people trust me to notice or decide?

3. Read your result

Use both scores together. A high exposure score is not automatically bad. It means you need a deliberate plan for moving your value away from routine output and towards judgement, context and accountability.

TASK EXPOSURE	HUMAN ADVANTAGE	WHAT TO DO NEXT
0-4	8-12	Keep using tools selectively. Make your judgement and results more visible.
5-8	5-8	Redesign your role. Automate low-value tasks and strengthen decision ownership.
9-12	0-4	Act now. Build context, relationships, commercial awareness and accountable decision-making.
9-12	8-12	Your tasks may change quickly, but your human value is strong. Protect your authority and terms.

The value I need to make more visible is:

4. Your 30-day protection plan

Choose one action in each row. Small visible changes are more useful than a vague promise to become future-proof.

WEEK	ONE ACTION	PROOF IT WORKED
1	List tasks AI can assist with and set a checking rule.	A written rule exists.
2	Ask one senior person which decisions they trust you to own.	You can name one decision area.
3	Document one result that came from your judgement, not speed.	A short case example exists.
4	Reduce one routine task and reinvest the time in context, relationships or commercial insight.	Your calendar shows the change.

My first action:

Keep protecting what makes you valuable

White Collar Jobs shows how to use AI without surrendering the judgement, income and authority that give your professional work value.

Read White Collar Jobs

How to Protect Your Judgement, Income and Authority in the Age of AI

Available from Amazon UK

This workbook is educational and does not guarantee employment, income or career outcomes.