

# Adopting AI: Step-by-step plan for professionals

## Transform your work with AI

For individual professionals, it's clear that they can craft a fulfilling career, focus on satisfying work, and improve work-life balance with the power of artificial intelligence (AI).

Based on the [2024 Future of Professionals Report](#), prepare for an AI-future with this step-by-step plan:

■ Getting started   ■ What to do next   ■ Strategic planning

### Skills

In five years, an average of 56% of professional work is predicted to use AI-powered technology.

■ Assess skill gaps and knowledge for [AI benefits](#)

■ Learn 1 new aspect of AI each month

■ Create an AI-ready career development plan

### Responsibility

Over 60% of respondents believe human reviews and data security (for prompts and responses) are considered vital for responsible AI use.

■ Review your organization's AI policies

■ Stay updated of new data security protocols

■ Participate in discussions around [ethical AI usage](#)

### Productivity

In five years, with the predicted pace of AI adoption, respondents expect to free up to 12 hours a week.

■ Adopt an AI tool based on your [current workflows](#)

■ Monitor the impact of AI on your productivity

■ Optimize AI integration with redesigned processes

### Value

More than one-third of respondents said they are excited about the potential of AI-technology to not just to do current work faster, but to add value to the work they do.

■ [Plan freed-up time](#) due to AI usage

■ Develop AI-driven projects to innovate or solve problems

■ Share learnings and encourage team members with your AI journey

Read more about the three areas these categories revolve around and stay ahead of the AI-powered future.

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