THE CEDE/KEEP TEST · START HERE

Which parts of your work should you keep?

AI makes it easy to hand over work one convenient decision at a time. This test helps you decide, task by task, what you should **keep**, what you can **share** with AI and what you can safely **cede**, and spot where you are already drifting. It takes about 35 minutes on your own, and works best when you then talk it through with your team.

How to use this kit

STEP 1 · ON YOUR OWN

Learn the test

10 minutes · pages 2 and 3

Page 2 shows what the test is asking and why, in pictures. Page 3 walks through how to score a task, with worked examples.

STEP 2 · ON YOUR OWN

Test your own tasks

15 to 20 minutes · page 4

List 4 to 6 real tasks from the last two weeks, things you did or handed to AI, and test each one. Your calendar and sent items are good prompts.

STEP 3 · WITH OTHERS

Talk it through

10 to 45 minutes · page 5

First with one trusted colleague, who challenges where you placed each task. Then, if you can, with your team, to agree a shared keep list.

STEP 4 · COMMIT

Decide what changes

5 minutes · page 5

Record what you will keep, the task you are drifting on, and one thing you could cede. Set a date to check in.

On my own, or with my team?

- On your own, it takes about 35 minutes and gives you a personal keep list.
- With your team, it shows where people place the same work differently, and turns individual lists into a shared one. A team session takes about 45 minutes; the facilitator guide sets it out.

When and how often

- First time: before a team session, or when a new AI tool arrives in your work.
- Then every quarter, and whenever your role or tools change.
- Look at your keep list monthly: is it holding?

What is in the kit

- **Page 1:** how to use it (this page)
- **Page 2:** what the test is asking, and why
- **Page 3:** how to test a task, the scoring grid and worked examples
- **Page 4:** your worksheet
- **Page 5:** talk it through and commit

Fill it in on screen in Adobe Acrobat or Reader, or print it.

What the test is asking, and why

Every task sits somewhere between work you hold yourself and work AI does for you. Three questions decide where a task **should** sit. One honest question shows where it sits **today**. The gap between the two is what matters.

Three places a task can sit

Keep

You hold the judgement. AI might help you prepare, but the thinking and the call are yours.

For example: a feedback conversation

Share

AI does part of the work. You shape it, check it and own the result.

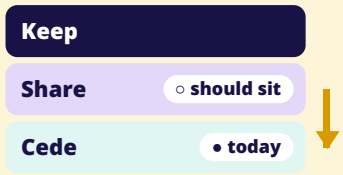
For example: drafting the board update

Cede

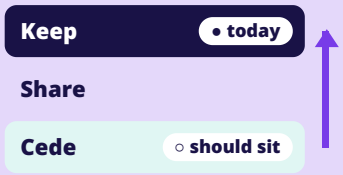
Safe for AI to do, with a light check. Ceding it frees your time.

For example: scheduling and meeting notes

The gap: should sit versus today



Drifting. AI does more than it should. It rarely happens in one decision: it is one convenient shortcut at a time.



Room to cede. You are holding work AI could safely do. Ceding it frees time for the work you keep.

Holding. Should sit and today are on the same row. The real test is whether it stays there when time is short.

The four questions you answer for each task

1. Recovery

If your AI tools stopped working tomorrow, would you struggle to do this well?

Why we ask: tools fail, change and reprice. Capabilities like judgement and relationships take years to rebuild.

A tick means: keep it in practice.

2. Supervision

Do you need to be good at this to spot when AI gets it wrong?

Why we ask: you can only check AI's work if you can do the work yourself. Lose the skill and you lose the check.

A tick means: you need to keep your hand in.

3. Development

Does doing this yourself grow you, or someone you lead?

Why we ask: some tasks are how people learn. Cede the task and the growth goes with it.

A tick means: the doing matters, not just the result.

Today

How much of this does AI already do: Little, Some or Most?

Why we ask: this is not scored with a tick. It shows where the task actually sits, so be honest about what happens, not what should.

Your answer is the "today" marker.

How to test a task

1. **Name a real task** from the last two weeks. Be specific: "the board update", not "writing".
2. **Tick each test that is true.** Recovery: would I struggle if AI stopped tomorrow? Supervision: do I need this skill to spot when AI gets it wrong? Development: does doing it myself grow me or someone else?
3. **Count your ticks to find where it should sit.** 2 or 3 ticks: **Keep**, you hold the judgement. 1 tick: **Share**, AI helps but you own it. 0 ticks: **Cede**, safe to hand over.
4. **Be honest about today.** How much of this task does AI already do: Little, Some or Most?
5. **Read the gap from the grid.** Find the row for where it should sit and the column for today.

Scoring grid: reading the gap

Should sit	AI does little today	AI does some	AI does most
Keep	**Holding**	**Drifting**	**Drifting**
Share	**Room to cede**	**Holding**	**Drifting**
Cede	**Room to cede**	**Room to cede**	**Holding**

Holding: AI does about as much as it should. **Drifting:** AI does more than it should, so take some back. **Room to cede:** AI could safely do more, freeing your time.

One task, step by step

1 · THE TASK
Writing the board update

→

2 · THE TESTS
× Recovery
✓ Supervision
× Development

→

3 · SHOULD SIT
1 tick means
Share

→

4 · TODAY
AI does
Most

→

5 · THE GAP
Keep
Share ○ should sit
Cede • today

Drifting. I need this skill to check AI's draft, yet AI writes most of it.

More worked examples

Task	1. Recovery Would I struggle if AI stopped tomorrow?	2. Supervision Do I need this skill to spot when AI is wrong?	3. Development Does doing it grow me or others?	Ticks 0 to 3	Should sit Keep, Share or Cede	Today AI does Little, Some or Most	Gap From the grid
Writing the board update		✓		*1*	*Share*	*Most*	**Drifting**
Feedback conversation with Sam	✓		✓	*2*	*Keep*	*Little*	**Holding**
Preparing for a difficult negotiation	✓	✓	✓	*3*	*Keep*	*Some*	**Drifting**
Analysing the engagement survey				*0*	*Cede*	*Little*	**Room to cede**

My worksheet

Name _____ Team _____ Date _____

Task	1. Recovery Would I struggle if AI stopped tomorrow?	2. Supervision Do I need this skill to spot when AI is wrong?	3. Development Does doing it grow me or others?	Ticks 0 to 3	Should sit Keep, Share or Cede	Today AI does Little, Some or Most	Gap From the grid
	☐	☐	☐				
	☐	☐	☐				
	☐	☐	☐				
	☐	☐	☐				
	☐	☐	☐				
	☐	☐	☐				

Ticks to should sit: 2 or 3 ticks, Keep · 1 tick, Share · 0 ticks, Cede.
Then find the gap on the grid: the row for where it should sit, the column for how much AI does today.

Should sit	AI does little today	AI does some	AI does most
Keep	Holding	Drifting	Drifting
Share	Room to cede	Holding	Drifting
Cede	Room to cede	Room to cede	Holding

Holding: AI does about as much as it should. **Drifting:** AI does more than it should, so take some back. **Room to cede:** AI could safely do more, freeing your time.

Talk it through and commit

First, with one trusted colleague (10 minutes)

Swap worksheets. For each task, ask each other: *Would I place this in the same row? What would happen if you could not use AI for it next month? Who learns from you when you do this yourself?*

Then, with your team (45 minutes)

Bring this page. Put everyone's tasks on a wall in three rows, Keep, Share and Cede, and look for work that people placed differently. Agree a shared team keep list and the drift you will fix first.

The tasks I will keep

The work where I hold the judgement, even when time is short.

The task I am drifting on

And what I will do: for example, form my own view before I open an AI tool.

One thing I could cede

And what I will do with the time it frees.

I will check in on this on _____ **with** _____

Submit your keep list to LIW: [QR code or link]