01 The Tool Audit

A real page from The AI Work OS — print it and run the audit tonight.

> **This is a free sample.** One unedited page from **The AI Work OS** — the same layout, the same worksheet you get after checkout. The full pack is 16 pages across four tools plus 30 ready-to-use prompts.

Why the audit comes first. Every tool you keep costs three things: money, attention, and switching time. Most people's AI stack grew by accident — a tip here, a free trial there. The audit turns an accidental stack into a chosen one.

Score each tool on two questions (1–5)

- **Usage** — how often did I actually use it in the last 30 days? (1 = never, 3 = weekly, 5 = daily)
- **Outcome** — when I use it, does it change the result of my work, or just feel productive? (1 = no visible effect, 5 = clearly better/faster output)

Multiply: Usage × Outcome = Score (max 25). Then decide with fixed rules, not mood:

SCORE	DECISION
15–25	**KEEP + PAY** — this is a core tool. Go deeper on it.
8–14	**KEEP FREE** — downgrade to free tier, watch for 30 days.
1–7	**LET GO** — cancel today. You can always come back.

The Audit Table

#	TOOL	WHAT I USE IT FOR	$/MO	USAGE 1–5	OUTCOME 1–5	SCORE	DECISION
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Example row: ChatGPT Plus · drafts, research, rewriting · $20 · Usage 5 · Outcome 4 · **Score 20** · KEEP + PAY

> **The cap:** keep at most **1 primary assistant + 3 specialist tools**. If more than 4 tools survive the scores, cut from the bottom anyway. Depth beats breadth.

What the full pack adds

- **00 · Start Here** — the 7-day setup and the 10-minute Friday loop.
- **01 · The Tool Audit** — the full worksheet, including the after-audit spend tally.
- **02 · The Daily Rules** — 10 starter rules you edit down to your own 5–7.
- **03 · The Boundary Map** — sort 15 tasks into Core, Delegate, Drop.
- **04 · The Prompt Vault** — 30 ready-to-use prompts plus a template for saving your own.

The AI Work OS — $17, one-time, yours forever. 30-day money-back guarantee. · algoritly.com