



Your 7-day AI tool trial

Test one real task. Record the full effort. Decide whether the tool earns its place.

01 Set the test before you start

Task / workflow

Tool and plan tested

Start date

Owner / reviewer

Budget cap + currency

Baseline: minutes for one accepted result

Success target: time + quality

Allowed data / stop rule

02 Follow the seven-day plan

☐ Define the test

1 Save one baseline example. Set an accepted-result standard, budget and stop rule.

☐ Complete the first result

2 Record setup, production and review time. Save the original and edited outputs.

☐ Repeat the same job

3 Use a comparable input. Record corrections, failed runs and the finished result.

☐ Try normal variation

4 Use a different real example. Check facts, formatting and missing context.

☐ Check repeatability

5 Repeat once more. Note whether the workflow still needs hidden manual work.

☐ Test the handoff

6 Ask the actual reviewer to edit, approve and recover from a failed result.

☐ Score and decide

7 Compare accepted results with the baseline. Keep, replace or cancel with a reason.

Use approved data and human review. Verify current trial, renewal and cancellation terms before paying.

Record. Compare. Decide.

Measure the finished workflow, including review and rework. Leave blanks until you have evidence.

03 Daily trial log

Record one representative run per day. Add another sheet for extra runs. Cost includes trial charges or usage fees.

Output status: A = accepted, R = revised then accepted, X = rejected.

Day	Setup minutes	Work minutes	Review minutes	Output status A / R / X	Failed runs	Cost + currency
1						
2						
3						
4						
5						
6						
7						

Average minutes per accepted result: work + review + rework

Quality / business result compared with the baseline

Total cost + currency / remaining failures

04 Save evidence and make the decision

- ☐ Original + edited output saved
 ☐ Plan / date / limits recorded
- ☐ Reviewer approved the result
 ☐ Cost + renewal terms checked
- ☐ KEEP
 ☐ REPLACE
 ☐ CANCEL

Reason / next action / owner / decision date