JOBLINKS · JOBSTORY PODCAST

EPISODE 04 · WORKSHEET

Will AI take your job… or create it?

AI does not replace jobs: mostly it replaces certain tasks. Sort through YOUR job and turn AI into an ally rather than a threat.

The ChatGPT effect

This worksheet helps you break down your job task by task, with two exercises and a concrete toolkit to turn AI into an ally instead of a threat.

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Nearly six Québec workers out of ten hold a job highly exposed to AI, but exposed does not mean replaced.

2×

People aged 15 to 24 are 13% of the labour force, but 24% of the workforce threatened by automation, close to double.

↑

Even so, employment has kept rising in Canada since ChatGPT launched, even in the most exposed occupations.

✦ **The key idea of the episode:** the real question is not “will AI take my job?” It is “could someone who masters AI take my place?” Your edge: doing what AI does less well, while knowing how to use what it does very well.

How to use this worksheet

1. Exercise 1, the map of your tasks: break down your job (or the one you want) task by task.
2. Toolkit: five smart ways to use AI to learn and grow, plus three traps to avoid.
3. Exercise 2: your human skills and your game plan.

“ AI, used well, is not a machine for cheating.
It is a machine for learning faster. ”

Ophélie, from the episode

Statistics sources: Institut de la statistique du Québec (February 2026, 2024 data); Institut du Québec / Centre des Compétences futures; Statistics Canada (January 2026, November 2022 to December 2025).

1 The map of your tasks

AI TAKES TASKS, NOT JOBS

List ten concrete tasks from your current job, or the one you are aiming for. For each one, honestly ask yourself whether an AI could do it today, then name what you add that the tool does not.

#	CONCRETE TASK	COULD AN AI DO IT? (YES / PARTLY / NO)	WHAT I ADD THAT THE TOOL DOES NOT
ex.	Answer customers' frequent questions ("where is my order?")	Partly, a chatbot handles the simple cases	Defuse a frustrated customer, handle cases outside the script, build trust
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

✦ **Need inspiration? Example tasks.** Entering data or orders · preparing a standard report · answering support chat · translating a simple text · processing invoices · writing a template email · planning a team schedule · training a new coworker · handling a delicate complaint · improvising when nothing goes as planned. The first five are already partly automated; the last five, much less so.

TOOLKIT

Five smart ways to use AI

The difference between a weak prompt and a smart prompt is not the tool, it is you. Give context, state your goal, and ask the AI to make you work rather than work in your place.

USE	WEAK PROMPT	SMART PROMPT
Personal tutor	✗ TOO VAGUE “What is an interest rate?”	✓ TRY INSTEAD “Explain interest rates to me as if I were 16. Give me an example, then an exercise, then correct my reasoning.”
Break down a document	✗ TOO VAGUE “Summarize this text.”	✓ TRY INSTEAD “Here is an internal procedure. Pull out the three things I absolutely need to remember for my role as [X], and explain the technical terms.”
Brainstorm solutions	✗ TOO VAGUE “Give me ideas.”	✓ TRY INSTEAD “Here is my problem: [situation, constraints]. Suggest ten possible solutions, from the most classic to the most surprising.”
Identify your strengths	✗ TOO VAGUE “What are my strengths?”	✓ TRY INSTEAD “Here is my experience, what I like doing and what people often ask of me. What patterns do you see? Ask me questions before answering.”
Practice a skill	✗ TOO VAGUE “How do I handle a difficult client?”	✓ TRY INSTEAD “Play the role of an unhappy client who [situation]. I practice my answer, then give me honest feedback and we start again.”

THE THREE TRAPS TO AVOID

1. **AI gets it wrong.** It invents facts and sources with confidence. Check everything: you are responsible for what you hand in, not the tool.
2. **Confidential information.** Client data, internal documents, personal information: it never goes into a public AI tool. When in doubt, ask your employer for the rules.
3. **Becoming invisible.** If everything you produce is generated word for word, you sound like everyone else, and you stop learning. AI helps you do your job better; it does not think in your place.

2 Your human skills… and your game plan

YOUR PERSONAL JOB INSURANCE

Empathy, judgment, creativity, leadership: this is what AI does less well, and it is your personal job insurance. Rate yourself honestly from 1 (to develop) to 4 (a strength).

HUMAN SKILL	1	2	3	4
Emotional intelligence: reading people, reassuring, building trust	○	○	○	○
Communication: explaining, convincing, negotiating	○	○	○	○
Judgment: understanding context, deciding, owning it	○	○	○	○
Adaptability: handling the unexpected, learning new tools	○	○	○	○
Creativity: offering ideas drawn from MY reality	○	○	○	○

Move 1: get comfortable with the tool. One use from the toolkit (page 3) I will try this week, on a real situation:

Move 2: bet on the human. The skill I rated lowest above, and ONE concrete action to develop it (training, volunteering, team responsibility):

Move 3: think tasks, not title. Looking at my task map (exercise 1), the part of my job where I should make myself indispensable:

✦ **Keep in mind:** your goal is not to find a job that will never change, it is to become someone who knows how to learn, adapt and grow. AI may not be here to take your job: it could be here to help you do a job you could not even have imagined five years ago.

USEFUL RESOURCES IN QUÉBEC

- **Services Québec** employment help, guidance and financial support for training across Québec.
- **Québec Emploi** (quebecemploi.gouv.qc.ca) the Québec government’s official job board.
- **Institut de la statistique du Québec** (statistique.quebec.ca) to read the full study on how occupations are exposed to AI.

And you: does AI scare you more… or excite you more? Come tell us, and share the worksheet with someone wondering whether AI will take their job.