



Finding 12 minutes:

Unlocking Efficiency and Productivity with Gen
AI

Practical AI Use Cases for AEC Firms

**We all know that we need to
use AI, or we will be using AI**

**But we have concerns or
hesitations**

**We get caught up in the AI
hype**

**We focus on or are waiting for
specialty apps**

**Another concern is that my
organization doesn't use it, or I
have to use other tools**

**But you should use what is
available to you because it is
everywhere, or will be**

**And the easiest place to start
is with Gen AI**



Focus on the next 12 minutes

Forget about the next 12 months



**The one metric your firm
leaders look at every day is
utilization**

**ROI becomes an important
topic**

The goal is simple:

**Use Gen AI to help you find just 12 minutes per
day**

ChatGPT, Copilot, Claude, Gemini, Grok3, etc

They are all the same

But Why?



The Math is Simple

- 12 minutes of AI efficiencies per day
- Equals 1 hour per week
- That's 40+ hours or a week's worth of time per year
- Now think about that across your firm

For example, a 200- person firm

- On a yearly basis:
 - Creates 10,400 hours per year
 - That is equivalent to five (5) FTEs
- Granted, not all those hours can be converted to revenue, but what if you captured 10% of that?
- What could your firm do with an additional 1,040 billable hours?
- Average billable rate of \$200/hr
- An additional \$200k per in revenue

**But Utilization isn't the only
metric we care about**



**What about our revenue factor
or labor multiplier?**

**We know that labor efficiency
is a crucial driver of labor cost**

**AI can help reduce labor costs
by improving efficiency and
productivity**

How can AI help?

- 01 Optimize workflows:** Streamline operations to reduce wasted time, allowing each employee to do more in less time

- 02 Invest in automation:** Use technology and automation for repetitive/admin tasks to reduce manual labor hours required

- 03 Standardize processes:** Implement clear procedures to minimize mistakes and cut rework costs

- 04 Avoid overtime:** Monitor and schedule staff to minimize expensive overtime hours

- 05 Optimize scheduling:** Use AI to match staffing levels with actual business needs, preventing over- or under-staffing

Incorporating AI can improve labor efficiency

Not only help reduce labor costs, but it also enhances organizational effectiveness and profitability

**Sounds good, but how or
where do we start?**

**Start with a simple use case
and go from there**

**Identify one problem you are
trying to solve**

**Important Note: It doesn't have
to be something technical or
complex**

How do we find 12 minutes?

- Simplify your note-taking with an AI notetaker
- Summarize your meeting notes into action items and next steps
- Compare two documents
- Review an RFP
- Respond to an email
- Write a social post or two or three months' worth
- Rewrite something you have already written

**If you can save 5 minutes in every meeting,
attending three meetings a day**

**Saves you 15
minutes daily**



Real World Examples

What other tools are available besides ChatGPT?



Real-world Examples

Marketing Automation

Contract Risk Management

Data

Code Review

Quantity Take Off

Design Automation

Administrative

Research

Writing & Graphics

Let's Look at Some Tools



AI Meeting Summarizer

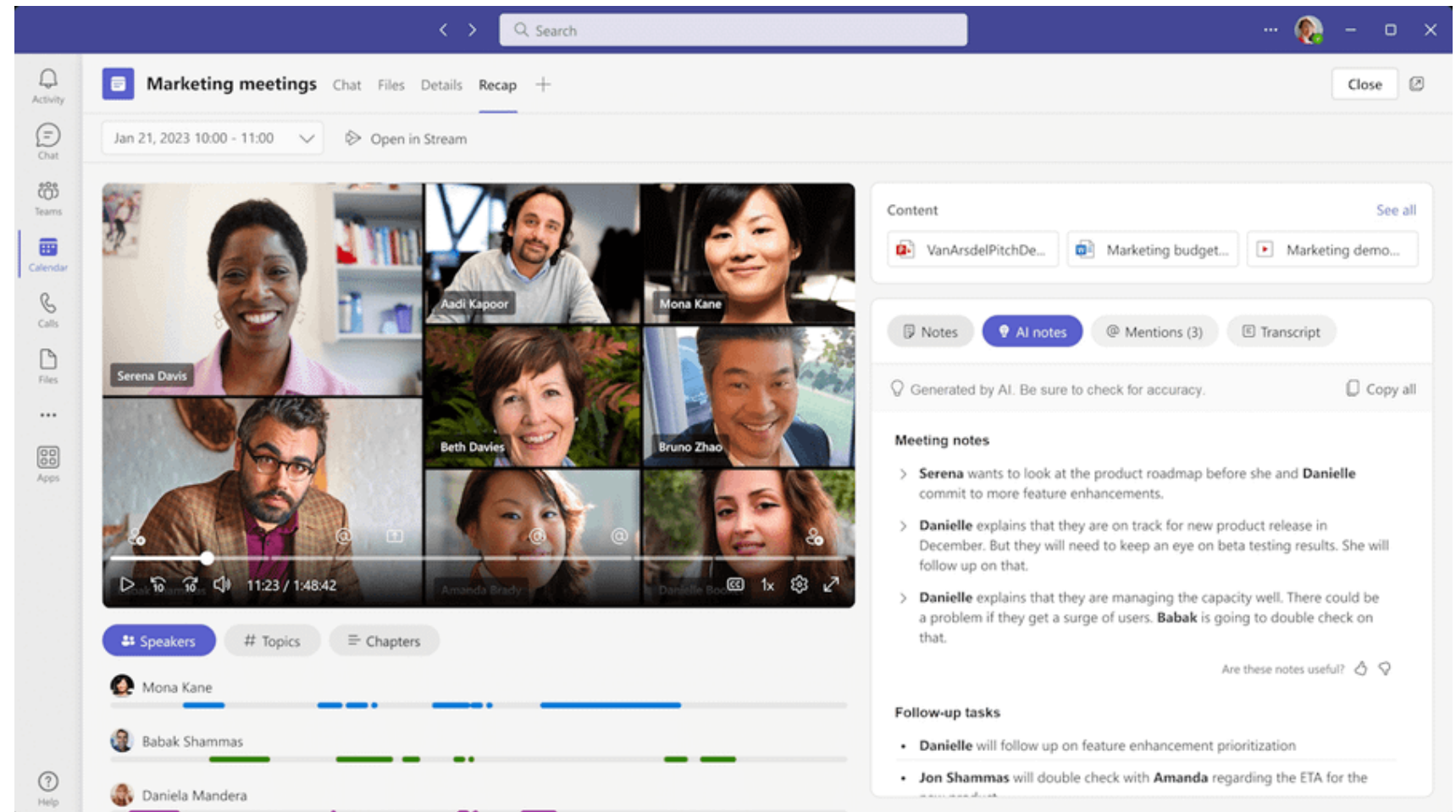
Capturing meeting notes is only the first step; what is next?
Meeting Note Automation!

Automatically generates detailed meeting notes and action items from recorded meetings, saving time and effort.

- Several ways to do this:
 - Otter.ai
 - Fireflies
 - Teams
 - Zoom
 - Plaud.ai

Microsoft Teams

- Microsoft Teams has a meeting recap feature that includes generating meeting transcripts.
- After a meeting is recorded, Intelligent Recap identifies the spoken names and general topics discussed.
- It can even suggest action items based on what was discussed.
- It does require a Teams Premium license.



Writing an Email

- Write it the way you want and use AI to clean it up
- Give it just bullets or thoughts
- Tools to use:
 - Grammarly Assistant
 - Copilot 365
 - ChatGPT
 - Gemini
 - Quillbot

Typeset

AI Presentation Creator

<http://typeset.com>



Grammarly

Writing

<http://grammarly.com>



Quillbot

AI Humanizer

<http://quillbot.com>



Perplexity

Conversational search engine

<http://perplexity.ai>

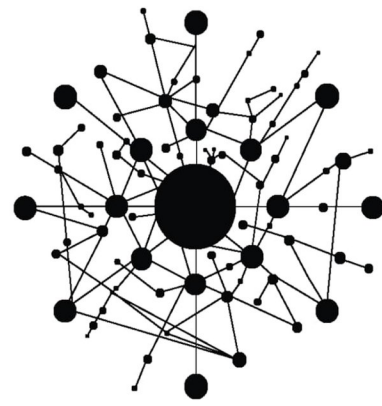


Storm

Research and Article Creation

<http://storm.genie.stanford.edu>

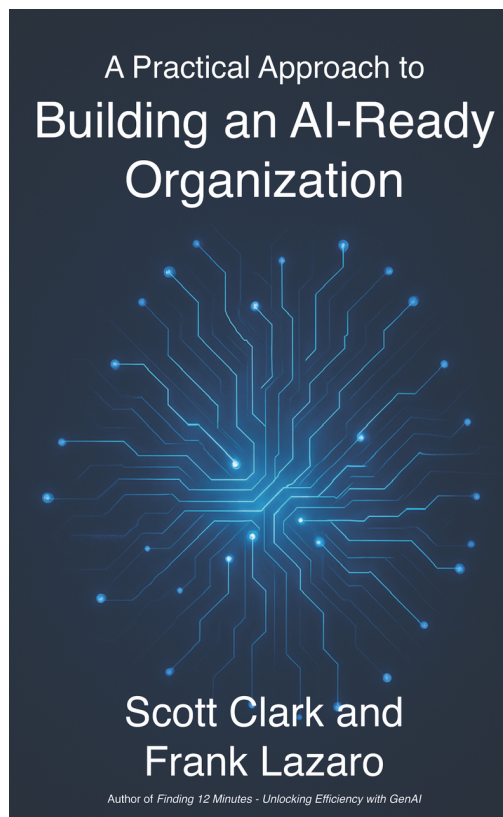
Stanford



FINDING 12 MINUTES
UNLOCKING EFFICIENCY WITH
GENERATIVE AI



FRANK LAZARO



**To learn more about
finding your 12
Minutes or to
discover how to
build an AI-ready
organization, please
feel free to contact
me.**

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