

Carl Li: How I Integrate AI in the Workplace

How did you integrate AI tools into human tasks? And how do you use AI in your day-to-day activities as a lawyer?

I did not start as a tech native. I had early discomforts with new tools but adapting quickly proved vital. So, lawyers that thrive are the ones who are curious and proactive. There are a few use cases I want to share. First, is streamlining document review. I use Generative AI to summarize complex and lengthy documents. This lets me quickly pinpoint the main issues so that I can focus my time and attention on where it truly matters. Second, is to accelerate drafting for routine updates, emails or the initial drafts of documents. I use AI to produce a first version fast. This enables me to quickly move from a concept to a structured draft, allowing me to concentrate on analysis and adding my own expertise and judgment. Next, is organizing meetings and transcripts. I rely on AI to capture meeting discussions, summarize key points, and generate action items. This allows me to manage my daily workflow. AI can help me organize my day by pulling together all the relevant emails, documents, previous chat records, and meeting slots all in one place. This streamlines my workflow, ensuring that I'm always prepared and frees me up to spend more energy on complex strategic work. So, by automating repetitive work, AI gives me more time for client-focused problem solving and meaningful human engagement. So, I would say start with task selection; begin by pinpointing repetitive, mundane tasks where automation adds real benefit. This ensures a focus on change that drives measurable impact. So, I regularly reassess and adapt learning from real results and new developments.

I want to emphasize hands-on learning, collaboration, quality control, and change management. Those are essential. So, I want to say learning-by-doing is central. I gain real experience through hands-on experimentation, directly applying AI to legal tasks and learning what worked and what did not. Leveraging collective experience is also key. Now, the key challenge here is quality control. Early on, I discovered that AI often produces generic or flawed results if left unchecked. I quickly learned to double check every output and never substitute machine answers for genuine legal judgment. We also need to address change resistance in practice. Adopting new technology is really just a technical hurdle. The human side matters just as much. Supporting my colleagues through training, reassurance, and transparent dialogue was essential for successful adoption. The bottom line is this. Mastering AI

in legal work takes a hands-on practical approach, careful risk management, and championing change across the team. Every challenge has sharpened my ability to use AI responsibly and effectively. My advice would be to use AI critically. Combine technology with ethical human legal judgment. You want to treat AI as your tool, not your replacement. AI is here to enhance your effectiveness, not take over your role. Use AI's power, but never outsource your thinking.