

AI Bad Habits Checklist

Many of us learned to use AI informally, or even by teaching ourselves but you may have picked up some bad habits along the way. Use this list of things to not do to help you make sure you get the most from your use of AI.

Outsource your thinking – “just tell me the answer”

Assume it knows everything – AI can sound confident but still be wrong and there are things it just can't do.

Give vague prompts – or you'll get generic answers. Be specific about what you need and give it the information it needs.

Ignore your audience – it doesn't know them. Make sure the tone and content fit the people you're writing for.

Skip adding your own voice – it can't replace your experience or personality. Add examples, local details, and your perspective.

Enter confidential information – sensitive personal or financial data or anything you wouldn't want seen by others.

Forget to check for bias or fairness – AI can reflect stereotypes or assumptions. Read critically and adjust if needed.

Let AI decide your goals – you set the purpose. AI is a helper: it can't give you what you want unless you tell it what that is.

Overload AI with too many tasks at once – break big jobs into smaller steps for better results.



We hope you find this useful. Feel free to share it with your network and recommend our training which is open to everybody; thanks.