

Checklist: Next Steps in Using AI Well

Be purposeful

Include context, goals, and tone in prompts. When you ask AI for help, be clear about what you want. Explain the background, what you're trying to achieve, and the style or tone you need (for example, friendly, formal, or simple). This helps it to give you answers that are useful and relevant. *Tip:* If you want a summary for a newsletter, say so. If you need a formal letter, mention that too.

Iterate creatively

Explore different angles and formats. Don't settle for the first answer. Try asking your question in different ways or request the information in another format, like a list, table, or story. This can help you discover new ideas or better solutions. *Tip:* If the first draft isn't quite right, ask for alternatives or examples, or ask it to create 2 different drafts.

Review critically

Check accuracy, tone, and relevance. Always double-check what AI gives you. Make sure the information is correct, the tone fits your audience, and the answer is useful for your needs. Did it follow the structure you gave it and is anything missing or unclear? *Tip:* If something looks odd or too good to be true, verify it with another source.

Spot gaps & weak logic

Identify inconsistencies and assumptions. Look out for missing details, contradictions, or things that don't quite add up. AI can sometimes make mistakes or fill in gaps with guesses. *Tip:* Ask yourself, "Does this make sense?" or "Is anything important missing?"

Add human insight

Inject examples, stories, and nuance. AI is a tool, but your experience and judgement matter. Add real-life examples, stories, or extra details that only a person would know. This makes your work more engaging and trustworthy. *Tip:* Share a quick story or practical tip alongside the AI's answer.

Steer the process

Redirect when it goes off-track. If it misunderstands or gives you the wrong kind of answer, guide it back on course. Be specific about what you need changed or improved. *Tip:* Say, "That's not quite right—can you make it shorter?" or "Please focus on local examples."



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