

One Useful AI Task

A printable companion to *AI on Your Terms: Practical Help, Human Judgment*.

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Use paper or your own notes. This page has no online form and stores no answers.

Ask

My task and intended audience: _____

A useful finished result would be: _____

Information I am comfortable and permitted to supply: _____

What must stay accurate or unchanged: _____

Examine

What is missing, changed, or unsupported? _____

Claim I checked: _____

Source, date if relevant, and supporting passage: _____

What remains uncertain: _____

Choose

What I will keep: _____

What I will change or reject: _____

If an action is needed, what exactly am I authorizing and where?

Check

What I inspected in the finished result: _____

What still needs work: _____

What I will do differently next time: _____

Optional total time, including review and corrections: _____

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AI can help you do more. You still make the call.

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