

AI Dos & Don'ts

The Lesson 4 rules on one page. Stick it next to the kettle.

THE TEN-SECOND TEST

Can I judge the output myself? Is being wrong cheap? Two yeses: green light. Any no: slow down. Two nos is the danger zone. That is not where AI helps you, it is where it helps you fail fluently.

Do

- ✓ **Give it source material.**
Paste the text, the facts, the numbers. Grounded beats guessed.
- ✓ **Ask for options, not one answer.**
Three drafts to choose from beat one to argue with.
- ✓ **Use it to critique your work.**
A demanding editor on tap, before anyone else sees it.
- ✓ **Make it explain things.**
Anything you don't understand, at any level, with analogies.
- ✓ **Start fresh chats often.**
New task, new chat. Restate what matters.
- ✓ **Give it an out.**
"Say 'I don't know' if unsure" measurably reduces invention.

Don't

- ✗ **Paste secrets into free public tools.**
Client data, contracts, credentials: never into unvetted services.
- ✗ **Outsource judgement.**
Decisions with your name on them stay yours.
- ✗ **Trust its memory over documents.**
It has no file on you, your company, or your contract.
- ✗ **Skip verification on what matters.**
Especially specific numbers and citations, the classic tells.
- ✗ **Ask leading questions.**
"Why is X great?" gets you a cheerleader, not an answer.
- ✗ **Judge AI by a free tier.**
You may have only met the intern's younger sibling.