

AI at work, *with your judgment intact.*

Six practical worksheets for using AI on one real task: choose it, brief it, prompt it, review it, and decide honestly whether it was worth it.

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Only use material you are allowed to use with your AI tool. Examples are illustrative; no time savings are promised.

Workflow starter sheet

Use it on one real task you do every week.

1. Choose the task

Task, in one sentence

Who uses the result?

What would “good enough” look like?

2. Set the context

What is true and approved?

What is still unknown?

What must stay in your voice?

3. Starting prompt

Paste your context, then ask: *“Using only the material above, draft [the output]. List anything the material does not tell you. Do not fill gaps with assumptions.”*

4. Review the output

- ☐ Every claim traces to my material
- ☐ Audience and purpose are right
- ☐ Nothing unverified is promised
- ☐ It sounds like me
- ☐ Names, numbers, dates checked

5. Make it repeatable

The steps that worked

The check I'll always run

6. Was it worth it? Be honest.

Minutes to prepare ____ Minutes to review and fix ____ Usual minutes without AI ____

Use this process again? ☐ Yes ☐ No ☐ Change it first

The useful AI brief

Most disappointing AI output comes from a thin brief. Fill this in once and reuse it.

Goal

Audience

Source material + permission to use it

Verified facts

Assumptions

Constraints

Example of a good output

Output format

If information is missing, the AI should...

I will verify... / Actions that need my approval...

AI partner prompt cards

Pick the role you need. Every card asks the AI to show its gaps instead of inventing.

Assistant

Task: [task]. Goal: [goal]. Context: [permitted context]. Format: [format]. Prepare a draft, flag missing information, and identify what needs my approval before action.

Sounding board

Decision: [decision]. Options: [options]. Evidence: [evidence]. Criteria: [criteria]. Summarize my reasoning, offer the strongest fair objection, compare alternatives, and name what evidence would change the conclusion. Do not invent facts.

Cofounder

Idea: [idea]. Person and problem: [person/problem]. Known evidence: [evidence]. Constraints: [constraints]. Separate evidence from assumptions, identify the riskiest assumption, and propose a small validation experiment. Do not invent customers or market statistics.

Creative partner

Project: [project]. Audience: [audience]. My point of view: [perspective]. Constraints: [constraints]. Offer three different directions, explain their tradeoffs, and help me create one small draft in my own voice.

Coding partner

Goal: [behavior]. Existing project: [context]. Acceptance checks: [checks]. Inspect the project, propose a small plan, preserve unrelated work, explain changes, and verify the resulting behavior. Flag security and data-handling concerns.

The human review checklist

- ☐ The output serves the original task and audience.
- ☐ Important claims match trusted sources.
- ☐ Numbers have been checked.
- ☐ Missing information is clearly marked.
- ☐ No unnecessary private information is exposed.
- ☐ I have the rights and permissions for the inputs and the intended use.
- ☐ I checked edge cases and limitations.
- ☐ I understand the consequences of being wrong.
- ☐ Required approvals are complete before any external action.

What needs revision?

What remains uncertain?

Next action and owner

The time-back tracker

Task: _____ A useful result means: _____

Attempt	Prepare	Draft	Review	Rework	Total min	Quality notes
Usual process						
AI-assisted 1						
AI-assisted 2						
AI-assisted 3						

Were the tasks comparable?

What failed?

When should I stop or ask for help?

What will I do with saved time?

Tip: three attempts on similar tasks tell you far more than one. Include review and rework time—that’s where “AI saved me hours” often disappears.

Idea-to-project planner

What I want to make

Who it's for, and why it matters

The smallest useful version

What finished looks like

Inputs and assets I have permission to use

Three acceptance checks

1.

2.

3.

First step

What remains uncertain

Your next useful step

Try the free first-workflow workshop

A self-paced, six-step workshop that walks you through your first real workflow, with a workbook you can download at the end: aiteachers.cc/workshop/

Bring a real task to a private session

Work through your own task with a teacher—your materials, your standards, your judgment. See aiteachers.cc/sessions/ or book a free 15-minute call: cal.com/waymakeragency/15min

The principle behind every worksheet

AI drafts. You decide. Keep what's true, mark what's uncertain, and check anything that matters before it leaves your hands.