PRACTICAL RESOURCE / AI TEACHERS

Workflow Starter Sheet

A free worksheet from AI Teachers. Use it on one real task. Only use material you are allowed to use with your AI tool.

1. Choose the task

Task (one sentence):

Who will use the result?

What would "good enough" look like?

Is this a task AI can help with, or does it need only your judgment? Why?

2. Set the context

What is true and approved (notes, sources, constraints)?

What is still unknown?

What must be kept in your voice or standards?

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, or is marked as an assumption

- [ ] The audience and purpose are right

- [ ] Nothing is promised that I have not verified

- [ ] It sounds like me

- [ ] A person has checked names, numbers, and dates

What I changed, and why:

---

5. Make it repeatable

The steps that worked, in order:

The context I will reuse next time:

The check I will always run:

---

6. Was it worth it? (be honest)

Minutes to prepare:

Minutes to review and fix:

Minutes the task usually takes me without AI:

Would I use this process again? Yes / No / Change it first:

AI Teachers · Free practice worksheet · Want help working through a real task?
https://aiteachers.cc/sessions/