

YOUR ACTION PLAN

Your First Useful AI Handoff

Turn one small task into a checked draft and a reusable request.

Start with something ordinary: a short email or update you've been putting off. Give AI the facts, let it take a first pass, and check the result before using it. You'll leave with two useful things: a draft you trust and a request you can reuse. Numbering your notes makes checking easier, because you can see what each claim is supposed to rest on.

WHAT YOU'LL NEED

- ☐ Access to an AI assistant, such as ChatGPT. Official access and privacy help is linked below; availability and limits can vary
- ☐ A few nonconfidential notes you understand and have permission to share
- ☐ Somewhere to save your checked draft and reusable request

STEP 1

1 Pick a small, familiar job

Pick a short email or update you already understand. Write down who it's for and what it needs to include—that's enough of a brief for this first run.

1. Choose something you could write yourself, such as an update about a delayed delivery or a volunteer event. Aim for a draft under 150 words, not a whole project.
2. Make a short list of what the reader needs. For a delivery update, that might be what's delayed, what's still unknown, and when you'll next have information—if you actually know.
3. Keep this run draft-only. You're asking for help with wording, not giving permission to send a message, choose a deadline, or make a commitment.

Heads up: You should now have one reader, one small writing task, and a clear idea of what belongs in it. Choose routine work rather than legal, medical, tax, or similarly consequential advice for this first try.

STEP 2

2 Give it facts worth working with

The assistant needs the useful bits, not your entire inbox. A handful of clear notes usually gives it less room to wander.

1. Copy the relevant facts into short lines labeled N1, N2, N3, and so on. Keep the original material handy so you can compare meanings later.
2. Keep uncertainty attached to the fact. 'The supplier may confirm Friday' mustn't become 'Delivery is Friday.' If an owner or date isn't known, say so.
3. Include enough context to make the update useful. 'Waiting for a reply' is vague; 'Waiting for the supplier to confirm a delivery date' tells the reader what's unresolved.

Heads up: Before pasting, confirm you're allowed to share the material with the assistant and remove private or protected details. Redaction and privacy settings don't create permission. Your finished notes should be brief without changing what the source actually says.

STEP 3

3 Ask for a draft you can inspect

Now let the assistant handle the wording. The labels aren't decoration; they're shortcuts back to your notes.

1. Start a chat and paste the request below. Replace the brace placeholders with your brief and numbered notes; leave the example [N2] as it is.
2. Expect a short draft with labels beside factual claims. Missing information should appear under Open questions, not arrive disguised as a confident sentence. If labels are missing, ask for them in the same chat.

COPY THIS PROMPT

Using only my numbered notes, draft a {output type} for {reader}. Use plain, natural language. Keep the draft under 150 words, excluding open questions.

Must include: {what the draft needs to include}.

Do not invent names, dates, numbers, causes, owners, commitments, or approvals. Preserve uncertainty and unresolved status. Don't choose deadlines or make decisions for me.

After every factual sentence or checklist item, add its supporting note label, such as [N2]. Use multiple labels when needed.

Leave unsupported claims out. List missing information under Open questions instead of guessing.

Numbered notes:

{paste notes}

STEP 4

4 Check it, then keep what works

Read for meaning first. Smooth wording can make an unsupported promise surprisingly easy to miss.

1. Compare each factual claim with its labeled note and the original material. Pay particular attention to dates, quantities, and words like 'will,' 'approved,' or 'resolved.' A label points to evidence; it doesn't prove the sentence is right.
2. Check that the draft includes what your reader needs. Fix or remove unsupported claims. If an open question matters, get the answer from the actual source or leave the uncertainty clear.
3. Remove the labels from the checked draft and save it, still unsent. Save the request separately with placeholders for the next task's reader, requirements, and notes. If one instruction needs sharpening, edit it there—no separate correction log needed.

YOU'RE DONE WHEN...

You're done when the draft covers the brief, its factual claims match the source, and it makes no unauthorized commitments. You also have a reusable request ready for another small job. Sending remains your decision.

OFFICIAL SETUP & HELP

[OpenAI Help: Using ChatGPT's Free Tier](#)

[OpenAI Help: Data Controls FAQ](#)