

FOUR CHECKLISTS TO KEEP

The Smart User's Checklists

Write a great prompt

Clarity beats volume, every time

- ☐ Give it a role ("You are a...")
- ☐ One clear task — say what "done" looks like
- ☐ Add context: audience, length, tone, limits
- ☐ Show one example of "good"
- ☐ For hard problems, add "think step by step"
- ☐ Iterate — refine the prompt, don't settle

A better prompt beats a bigger model.

When should I trust it?

A quick gut-check before you rely on an answer

- ☐ Is it a language task (writing, explaining)? → safer
- ☐ Does it need exact math or counting? → verify
- ☐ Is it about recent events? → it may not know
- ☐ Did it give names, numbers, quotes, dates? → check
- ☐ Is it high-stakes (legal, medical, money)? → always verify
- ☐ Confident tone is NOT evidence

Trust, but verify — always.

Get more out of AI

Daily habits of power users

- ☐ Draft with it — then edit ruthlessly
- ☐ Ask it to explain things "like I'm new"
- ☐ Start a fresh chat for a new topic
- ☐ Give it examples of what you want
- ☐ Turn the "creativity" down for facts, up for ideas
- ☐ Treat every output as a first draft

You + an LLM beats either one alone.

Use it safely

Sensible boundaries for a great tool

- ☐ Don't paste passwords or client secrets
- ☐ Treat inputs like a public forum
- ☐ Double-check date-sensitive facts live
- ☐ Don't auto-trust generated citations
- ☐ Keep a human decision on anything important
- ☐ Know the tool's privacy policy

Great tool, sensible boundaries.