

AI MYTHS vs. EXECUTION / BACK TO B.A.S.I.C.S.

Artificial intelligence workbook

AI MYTHS vs. EXECUTION Back to B.A.S.I.C.S.

Six simple rules for using artificial intelligence well. Write better prompts, inspect the answers and put AI to work.

Name / company / role

One task I want AI to help me complete

Printable practice pages. Use fictional examples or information you are authorized to share.

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Six rules for using AI

- B** **Bring AI a clear task**
What should AI help me do?
- A** **Ask AI better questions**
What context does AI need?
- S** **Supply AI reliable facts**
What evidence can AI use?
- I** **Inspect AI's answer**
Where might AI be wrong?
- C** **Communicate in your voice**
Does this AI draft sound like me?
- S** **Simplify one task with AI**
Did AI improve the work?

Fictional AI demo: Alex asked about the monthly payment. Your notes contain no agreed follow-up date. Alex has not replied to your last message. Ask AI to help prepare your next conversation using only those facts.

AI is the analyst. I'm still the advisor.

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B / Bring AI a clear task

What should AI help me do?

MYTH: AI will figure out what I need.

Give AI a specific job, an audience and a useful output. Keep the recommendation with the advisor. A defined task makes the answer easier to judge.

TRY THIS AI PROMPT

Using Alex's notes, identify the unanswered question and draft three questions for my next call. Do not infer why Alex went quiet.

My AI task, audience and requested output:

What useful output should contain, and what AI must not assume:

Log one AI task, rather than every prompt revision.

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A / Ask AI better questions

What context does AI need?

MYTH: One perfect prompt is all I need.

Treat prompting as a conversation. Let AI ask about missing context, then refine the answer. Add facts you know and label what you still need to confirm.

TRY THIS AI PROMPT

Before drafting Alex's follow-up, ask me up to three questions. Focus on the stated goal, the information already provided and the next step we actually agreed.

The clarifying questions AI asked me:

The context I added and how it changed the AI draft:

Keep the final prompt or a reference to the conversation.

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S / Supply AI reliable facts

What evidence can AI use?

MYTH: A confident AI answer must be accurate.

Provide relevant sources and dates. Ask AI to separate evidence from assumptions. Check important claims against the source and use only authorized information.

TRY THIS AI PROMPT

Use only Alex's supplied notes. Return two lists: facts supported by the notes, and unknowns. Do not invent rates, approvals, savings or intent.

The approved facts, source and date I supplied to AI:

One unsupported statement or missing fact I found:

Record the source reference and whether the output needed correction.

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I / Inspect AI's answer

Where might AI be wrong?

MYTH: If AI agrees with me, my plan is sound.

Ask AI to challenge its answer and your assumptions. Read the result yourself. A second AI answer can expose a weakness, but it does not independently verify a claim.

TRY THIS AI PROMPT

Challenge my assumption that Alex is not interested. Give two possible alternative explanations, label them as possibilities and suggest one question that would help us learn more.

The assumption I asked AI to challenge:

The correction I made, what I verified and who reviewed it:

Name the human reviewer before marking the task reviewed.

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C / Communicate in your voice

Does this AI draft sound like me?

MYTH: More AI content automatically means more business.

Use AI to make a real answer clearer. Give it a sample of your voice and a length limit. Preserve the facts, explain why they matter and choose one next step.

TRY THIS AI PROMPT

Draft Alex's follow-up in under 60 words. Use a warm, direct tone. Mention the payment question and offer a short call. Do not invent urgency or make promises.

My AI draft after I edited it into my voice:

What I checked before use and the next step I will offer:

Mark Used only after a person reviews and actually uses the output.

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S / Simplify one task with AI

Did AI improve the work?

MYTH: Full automation is the goal.

Choose one repeatable task and compare the time before and after AI, including review and correction. Keep the human decision and follow-through in the process.

TRY THIS AI PROMPT

From these meeting notes, draft a short recap and list agreed actions, owners and dates. Mark missing details as unconfirmed. Keep proposed actions separate from commitments.

My repeatable AI task and the review I will keep:

Time before / time after including review / result I can verify:

Record measured time pairs and the observed outcome.

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Your AI prompt and practice lab

Help me with [specific task]. My audience is [audience] and the outcome I need is [outcome]. Use this approved context: [facts, sources and dates]. Ask me up to three questions if key information is missing. Separate facts from assumptions. Draft [format and length] in my voice. Identify unsupported claims and give one reason your approach might fail. I will review the answer before using it.

10-MINUTE AI LAB

3 minutes: give AI a task and verified context.

4 minutes: generate, challenge and revise the AI answer.

3 minutes: review with a partner and log the result.

The AI output I reviewed and the correction I made

One correction from my reviewer and my proposed next action

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Did AI improve the work?

Use AI Scorecard and AI Task Log to measure actual AI use. Log one task per row, including all prompt revisions. Set your own goals.

AI tasks reviewed

AI tasks with a review date, a named human reviewer and status Reviewed or Used.

AI outputs used

Reviewed outputs you actually used in your work.

Correction rate (%)

Reviewed outputs marked Yes for correction divided by reviewed outputs marked Yes or No. Missing assessments remain visible.

Net minutes saved

Comparable time before AI less total time with AI, including prompting, review and correction. Use measured time pairs only.

Example only: 30 minutes before - 18 minutes after = 12 minutes saved.

My AI task / weekly goal / evidence of quality or time saved

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My 30-day implementation plan

Week 1

Test one AI task. Record quality and time before and after.

Next action / owner / due date / definition of done / measure

Weeks 2-3

Refine the AI prompt and repeat the human review.

Next action / owner / due date / definition of done / measure

Week 4

Compare AI quality and time. Choose what to keep, fix or stop.

Next action / owner / due date / definition of done / measure

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My next action

**Before you use an AI answer,
check the BASICS.**

Within 24 hours, I will use AI to help me:

Action / owner / due date / how I will know it is done:

Accountability partner / weekly review date:

AI is the analyst. I'm still the advisor.