

FREE WORKSHEET 01 / BRIEF

Your next AI assignment

A practical brief adapted from Elizabeth Edwards's existing teaching. Use a task in a field you know well and only inputs approved for your chosen AI tool.

1 What work do you need help with and what decision will it support

2 Who is it for and what context or constraints matter

3 Which approved sources should it use and what is missing

4 What outputs would be useful and what should happen first

5 Who will review consequential claims and approve the next action

BEFORE THE WORK BEGINS

Ask the questions that would most improve this assignment. Separate supplied facts from assumptions. Propose reviewable stages before drafting. Do not invent evidence.

FREE WORKSHEET 02 / CHALLENGE AND VERIFY

Bring your judgment

A useful answer is one you can assess. Match the depth of review to the consequences of being wrong.

A STRONGER REQUEST

Using the approved service facts and customer questions I provide, compare three communication approaches. Show evidence, tradeoffs, and missing information. Propose a message structure for my review before drafting. Do not invent testimonials or performance claims.

What assumption or alternative deserves a closer look

Which claims need checking against an original source

What remains uncertain or requires another specialist

My decision and the next action I approve

Keep a copy of your brief and the result. Notice what changed, where revision was needed, and what you would ask differently next time.

Adapted from The AI-Enhanced Leader's Field Guide, pp. 18-19 and 29-34. Educational resource; no guarantee of AI accuracy or business outcomes. You may use copies for your own or internal team practice. Do not resell or rebrand.