AI Foundations — Quick Reference

AI Education Series · Module 1
Keep this at your desk

Prediction, not lookup.

A search engine finds documents that exist. An AI tool **writes a response it predicts you need**. That's why it can draft, summarize, and explain — and why you always review its work. It drafts. You decide.

THE FIVE GOLDEN RULES

1. **Use the company account.** Work goes through the tools and accounts the company provides. Personal accounts are for personal life.
2. **Know what never goes in.** Customer data, pricing, contracts, employee records, passwords, and anything under a confidentiality obligation — unless the tool is approved for it.
3. **Review before it leaves you.** Anything sent, published, or acted on gets your eyes first. You own the output.
4. **Verify facts that matter.** Numbers, names, dates, citations, legal or technical claims — check them against a real source.
5. **Ask when unsure.** New tool? Odd request? Not sure if data is safe to use? Ask your AI point of contact *before*, not after.

THE FOUR-PART PROMPT

WHO
Give it a role
"You are an experienced operations manager..."

WHAT
State the task
"...write a one-page summary of the attached notes..."

WHY
Add context
"...for leadership, who care most about the schedule impact..."

HOW
Set the format
"...five bullets, then a recommended next step."

When an answer disappoints, the missing ingredient is almost always **context** — and the first answer is a first draft: **reply to it** ("shorter," "check that third point," "rewrite for a customer").

TRY THIS WEEK — FIVE STARTER TASKS

Draft one email	Pick tomorrow's hardest email. Give the context, review the draft, send your version.	**~5 min**
Summarize something long	A report, a thread, meeting notes — ask for five bullets and one recommended action.	**~5 min**
Have something explained	A contract clause, an acronym, a process outside your lane. Ask follow-ups until it's clear.	**~10 min**
Fix a piece of writing	Paste a non-sensitive draft. Ask for a tighter, clearer version. Compare and keep the best.	**~10 min**
Brainstorm with it	Before your next decision: "What are 5 options — and what would go wrong with each?"	**~10 min**

Questions any time: your internal AI point of contact, or your TeamLogic IT team.

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