Quick-Reference Card: Applied AI Literacy at Work

FAST-01 · 7formations · Instructor: Wadood Chaudhary · Keep at your workstation

1. Before you start: is this task a fit?

Ask	If the answer is...	Then
What data does it need?	Name + SSN, license, or account/card number; PHI; confidential business data	**No AI**
Can I check the result?	No source, no way to tell right from wrong	**No AI**
Who relies on it?	A customer, patient, coworker, or regulator	**Use with care**: name the check and the reviewer
None of the above	Own notes, public text, brainstorming	**Good fit**

2. Build the prompt

Role · Reader · Task · Source (pasted between `---`) · Format · Gap rule ("say 'not in source'")

3. Check before it leaves your desk

Step	Question
Source	Can I see where this came from?
Facts	Do names, dates, rules match the source?
Numbers	Did I recalculate or trace every figure?
Tone	Right for the reader? Any promises I can't keep?
Decide	**Keep · Fix · Discard** (write one line why)

4. Data piles

OK	Remove first	Never
Published info, approved FAQ, blank templates, own non-sensitive notes	Names, phone numbers, order numbers, client names: replace with [PLACEHOLDERS]	Name + SSN / license / account or card number (G.L. c. 93H, 201 CMR 17.00); PHI; passwords; pricing and bids; HR files; source code

Shared-printer test: if you wouldn't leave it on the office printer, don't paste it.

5. If something goes wrong

- Stop. Don't continue the chat. Don't "ask it to forget."
- Tell your manager or IT the same day: _____
- If a wrong output already went out, say so and correct it.

6. Remember

- AI predicts likely words; fluent is not the same as correct.
- AI is already in your email, phone, and documents; the same rules apply.
- You own what you send.

Approved tool(s) at my workplace: _____ · Sign in with: work account only