Quick-Reference Card: Working Well with AI

FAST-16 · 7formations · Instructor: Wadood Chaudhary · Keep at your workstation · Based in part on Svekis, AI Literacy for All Employees (2026), chapters 6, 7, 13, 15

1. ASK: the four elements

Context (situation and facts) · **Instruction** (what to do) · **Structure** (format, length) · **Audience** (who reads it) Add: *"Use only these facts; if something is missing, write [CHECK]."*

2. Improve with follow-ups

Step-by-step · Iterative ("keep X, change Y") · Role (style, not expertise) · Constraint (length, scope, source) New task or data slip? **Start a new chat** (and report the slip).

3. CHECK: five error types

Factual · Incomplete · Context misread · Logical inconsistency · Bias

4. Five-step evaluation

Accuracy	Completeness	Relevance	Bias	Judgment
Facts vs source	What's missing?	Answers the ask?	Fair to everyone?	Would I sign it?

5. Verify

Trace to source · Recalculate · **SIFT** (Stop, Investigate, Find better coverage, Trace) · Compare outputs · Ask an expert **Open every citation.** Never ask the AI to confirm its own source.

6. OWN: safe workflow

Define → Instruct → Review → Judge → Document AI-use note: "Drafted with ____; checked against ____ by ____."

7. Data rule

Never paste name + SSN, license or state ID, or account or card number (G.L. c. 93H, 201 CMR 17.00), health data, passwords, or confidential business data. Approved tools only.

Approved tool(s): _____ · *Ask or report to:* _____