

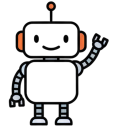


Your first AI workflow

A one-page checklist for automating one boring task, no code

ONE SIMPLE WAY (OUR GENERAL ADVICE, NOT A STANDARD)

Tools and settings differ and change, so this is about the method. Example (invented, just an illustration): turning messy meeting notes into a short list of who does what, by when.



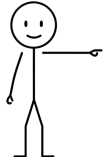
1



Pick a small task

Small, repetitive, low risk. A mistake should be easy to spot and cheap to fix.

Try: Write one task you repeat every week.



2



Write a recipe card

Plain words, one action per line. Say what the finished result looks like. If something is missing, say write unknown, do not guess.

Try: Could a new coworker follow your card?



3



Test with ONE real example

Use one real, messy example. Read the result next to the original, line by line. If it is off, fix one line of the card or add a sample of a good result.

Try: Did it miss something? Invent something? Mix up a name?



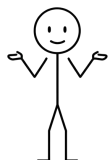
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Add a human check

Before anything important leaves your hands, let the result land in a draft. You read it, fix it, then send it.

Try: Where exactly will you stop and look?



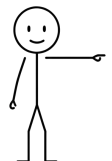
5



Run it, then improve one thing

Run it for real for a week or two with your check still on. Change only one thing at a time, and keep a note so you can undo it.

Try: What is the one thing that annoyed you most?



6



Do not automate these first

High stakes (money, health, legal, someone's job). Hard to undo (sending, deleting, paying, posting). Sensitive or confidential information. Check your tool's privacy settings first.

General good practice, not a rule and not advice for your situation.



Rule of thumb (general good practice): start small, test with one example, and keep a human check until you trust the result.