Mastering AI
Make AI Work for You

The 5-Day AI Action Sheet

A practical workspace for turning AI responses into useful action

Use this Action Sheet in whatever way works best for you: type directly into the fillable fields, print it and write by hand, or copy the questions you need into your preferred notes app. You do not need to complete every field - record only what helps you complete and reuse the task.

This Action Sheet is optional. The five parts of the lesson work completely without it.

Day 1 - Make AI's answer fit what you really need

The real task I chose

My request as I would normally write it

Goal

Context

Source material

Requirements

Desired output

What changed when I submitted both versions?

What worked, and what still needs clarification or verification?

Day 2 - Make sense of information and find what matters

Message or document

Central message

Important facts and claims

Confirmed decisions

Open questions

Next actions

Information to verify

Can the important facts, claims, decisions, and actions be traced to the source?

☐ Yes ☐ Some require another review

What worked?

Day 3 - Communicate clearly

Day 3 - Turn a complicated situation into a clear message

Audience

Purpose

Required information

Tone

Desired response

Before drafting, I reviewed the factual sequence for:

- [ ] Missing information
- [ ] Uncertain information
- [ ] Conflicting information
- [ ] Unsupported assumptions

Corrections or context I added before approving the draft

Does the final message make the situation and requested response clear?

- [ ] Yes
- [ ] It needs another revision

What worked?

Day 4 - Plan a realistic path

Day 4 - Turn a goal into a plan you can start

My goal

Why this matters

The outcome I want

Current situation

Constraints

Priorities

Main stages

My first three actions

1.

2.

3.

The action I will take first

Risks, assumptions, or missing information

What worked?

Day 5 - Build your reusable AI workflow

Choose one task you expect to handle again. Complete only the fields that make the workflow clearer and easier to reuse.

The recurring task

The trigger - how I know it is time to use this workflow

The outcome I need

1. Define the outcome

What decision or action should the result support?

2. Provide useful context and material

What information should AI use?

What constraints, priorities, or requirements must it respect?

3. Generate a starting point

What should AI organize, compare, explain, draft, or plan?

4. Examine and verify

- [ ] Important facts and claims can be traced to the source material.
- [ ] The result respects my requirements and constraints.
- [ ] Assumptions are clearly identified.
- [ ] Missing or uncertain information is visible.
- [ ] Current or consequential information is verified.
- [ ] Sensitive information has been handled appropriately.
- [ ] Any external action remains under my control.

Additional checks for this task

Complete and save your workflow

5. Improve the result

What usually needs correction, clarification, or refinement?

6. Turn it into action

What final decision or action remains my responsibility?

AI's role in this workflow

What remains my responsibility

Save the workflow

Workflow name

My reusable instruction

My short review checklist

Where I saved it

What worked when I tested it?

What will I improve the next time I use it?