

AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

Facts in, the approved format attached. It drafts the citation; every accomplishment in it has to be one you can point to.



One project for the cycle

- **Make one project per award cycle.** The instruction, last cycle's approved citations and the format sit in it once.
- **MEMBER, not a name.** A rank and a letter works too; names go back in when you build the package.
- **Nothing medical, legal or disciplinary.** That is personal information however it is worded, and it does not belong in an AI tool.
- **One chat per nomination.** The facts, the draft and the corrections for that member stay in one place.

From facts to citation

- 1 **Write the facts first.** What the member did, with numbers: how many, how much, how fast, who benefited.
- 2 **Attach an approved example.** The shape is then copied from real work rather than invented from the model's memory.
- 3 **Ask for the draft and the gaps.** Anything it had to assume comes back marked [CONFIRM] for the chief to answer.
- 4 **Correct one line at a time.** "Stronger verb in line two." "It was twelve, not twenty." Then ask again.

Say it like this

PROMPT TO COPY

Draft a summary of action for MEMBER from the facts below, in the format of the attached approved example. Follow the wording guidance in the attached instruction. Use only the facts given; do not add an accomplishment, a number or an award. Mark every assumption [CONFIRM]. Say which lines you were unsure about.

Give ChatGPT more context

Upload files to give ChatGPT deeper context about your project.

Up to 40 files per project. 50 MB per document, 20 MB per image.

Add sources

Add sources once: the instruction, the approved examples and the format.

TAKE AWAY

It writes fluent lines in seconds. The facts behind them, the character count in Word, and the signature are still yours.

An independent site to help people learn what generative AI is and how to use AI tools well. It is not official guidance from any organization. Platform, vendor, and policy facts change quickly, so follow your own organization's rules and verify anything you rely on. Use at your own risk.

sean.theinformed.org/ai-tools/ Playbook 7 of 14