

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

An instruction goes in and a numbered checklist comes out.
Every line carries its paragraph, so a human can open the page.



Set it up

- **Attach the current instruction** and the guide your inspector works from.
- **Say “use only the attached”.** It fills a gap fluently; the paragraph reference beside each line exposes it.
- **Replace the file when the instruction changes.** An old one answers in superseded words.
- **Keep to the data rules.** Findings from a past inspection may not belong here; ask first.

Checklist, then tracker

- 1 **Ask for one action per line**, in the order the actions happen, with the paragraph reference in brackets after each.
- 2 **Ask for deadlines and assumptions** as two closing lines under the checklist.
- 3 **Turn it into a self-assessment tracker.** Columns for item, paragraph, owning billet, status, evidence and the date checked.
- 4 **Save it as a helper.** The demo GPT “Instruction to Checklist” reruns this; a Gemini agent can be shared.

Say it like this

PROMPT TO COPY

Turn the attached instruction into a numbered checklist for the people who must carry it out, one action per line, in the order they happen. Put the paragraph reference in brackets after each item. Use only the attached text; never add a step, a date or a name. Where the instruction does not say, write [CONFIRM] and name what is missing. End with two lines: deadlines found, and assumptions made.

1. Complete annual cyber awareness training. [Para 3]
2. Complete training by 30 September. [Para 3]
3. Report completion percentages to the training officer. [Para 4]
4. Submit completion percentages by 5 October. [Para 4]

Each line ends with the paragraph it came from, so you can open it.

TAKE AWAY

A checklist you can audit beats one you have to trust. Open three paragraphs at random; if all three hold, work the rest.

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.