

# For leaders: what to ask your people.

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

## Five questions before you sign anything AI-drafted.



### Did you give it the source?

A draft with no file behind it is a guess in a good suit.



### Did you allow "I don't know"?

Otherwise it fills every gap with something that sounds right.



### Where is the reference for that?

Every item carries a paragraph or page. No reference, no claim.



### Which model answered?

Auto often means the fast tier; anything you sign deserves the careful one.



### Would you sign this without the AI's name on it?

If not, it is not finished. The signature is yours.

## Set your team up



**Name a source owner.** Keeps the instruction and template current.



**Share one helper.** A Gemini agent or Grok project, to named people.



**Review in pairs.** The drafter never reviews their own draft.

### TODAY IT DOES

✓ Draft from your files

✓ Search policy, with citations

✓ Run on a schedule

✓ Write a Word file (Grok)

### TODAY IT DOES NOT

✗ Reach your email or drive

✗ Verify its own output

✗ Share by public link

✗ Remember last week's chat

## What not to paste in

### Public tools

Personal ChatGPT, Gemini or Grok: public material only, nothing sensitive.

### Work account

Your organization's approved tier, within its own rules. Still not private.

### Never, anywhere

Secrets, credentials, other people's private data.

## Sign in

Your organization's account where one exists; a personal account otherwise.

## Any browser

Nothing to install; open the vendor's site or app.

## Check the model

Pick the careful tier before anything you will sign.



Scan to read the guide

Never put personal data, internal details, or anything not shareable into a public tool. Sensitive material goes only into an approved work account, within your organization's guidance.

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.

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