

AI Beginner Cheat Sheet

One-page quick reference for practical AI use. Keep the human in command.

- Start with a task, not a tool.
- Give role, goal, context, format, and constraints.
- Use non-sensitive data for practice.
- Ask the AI to list assumptions.
- Verify facts, math, names, and high-stakes advice.

Field rule: AI drafts. Humans decide. Verify anything important before using it.