

The Generative AI Readiness Worksheet

The question is not whether generative AI is impressive. It is where in your work it fits its strengths and where its weaknesses would bite. This is how to tell.

Step 1. List the tasks you want to use it for

Be specific. 'Write our emails' is not a task; 'draft five subject lines for the spring campaign' is.

The tasks you are tempted to hand to generative AI

One per line. The more specific, the more useful the sort in step 2.

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Step 2. Sort each task into one of two buckets

This sort is the whole point. The good uses and the dangerous ones look identical until you ask whether merely plausible is good enough.

Good fit: plausible content, human refines	Risk: needs accuracy, currency, or logic

The test: for each task, ask 'if this output were fluent, confident, and subtly wrong, would anyone catch it before it reached a customer?' If yes, it is a good fit. If no, it is a risk, keep a person in the loop or do not use it there.

Step 3. Check your habits against the five rules

Generative AI is a strong drafter wrapped around a weak fact-checker. Your job is to supply the fact-checker.

Drafts, not final answers

Let it produce the first version; a person refines, checks, and decides.

1

2

3

4

5

Check anything factual

The output's confidence tells you nothing about its accuracy. Verify claims.

1

2

3

4

5

Bring your own strategy and voice

It executes a direction you set. It does not decide what to say or how you sound.

1	2	3	4	5
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Start low-risk, high-volume

Prove value where being plausible is genuinely good enough before trusting more.

1	2	3	4	5
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Remember the one idea: generative AI produces what fits the pattern, not what it looked up. That is why it is fluent, and why it can be confidently wrong. It is strongest where a human is there to judge and refine.