

Worksheet 1: What These Tools Are Great At

Big Picture (in one sentence)

AI tools like GPT are like a super-fast kitchen helper: they are amazing at first drafts, quick summaries, and idea lists as long as a human baker still tastes and checks the final result.

Good Jobs for GPT (Circle 3 to try this week)

Writing & Communication

- Drafting emails (you edit before sending)
- Turning rough notes into a tidy message
- Rewriting text to be clearer or friendlier

Content & Marketing

- Brainstorming headlines, subject lines, or hooks
- Turning one long post into 3–5 short ones
- Drafting product or service descriptions

Organization & Learning

- Summarizing long articles, policies, or transcripts
- Turning a messy brain-dump into a checklist
- Creating simple step-by-step instructions (SOPs)

Thinking Partner

- Listing pros/cons for a decision
- Asking, “What am I not considering?”
- Turning vague goals into concrete steps

Try-It Prompts (Fill in the blanks)

1. “Rewrite this email so it sounds warm and professional, and keep it under 150 words: [paste your rough email here].”
2. “Summarize this in 5 bullet points for a busy [job/role, e.g., bakery owner]: [paste text].”
3. “Turn these notes into a clear to-do list with checkboxes: [paste your notes].”
4. “Give me 10 ideas for [email subject lines / social media posts] aimed at [your audience]. Keep them simple and friendly.”

Write one custom prompt of your own:

“Help me with _____ by _____.”

Kitchen Note

Think of GPT as your mixer, not your head baker. It can mix ingredients beautifully, but you decide what goes in, how long it bakes, and whether it is good enough to serve.

Worksheet 2: Major Limits (In Plain English)

Why Limits Matter

These tools can sound smart and confident, but they often guess. Knowing where they struggle helps you avoid “it sounded right, but it was wrong.”

Five Big Limits to Remember (star the one that worries you most)

1. Sounds sure, not always right
 - Can give smooth, confident answers that are simply wrong.
 - Never assume fluency equals truth.
2. Old cookbook problem (outdated info)
 - Training data stops at a certain date.
 - May miss new rules, prices, or news and talk like the old info is still current.
3. Short memory
 - Can only “see” a limited amount of text at one time.
 - In long chats or big documents, earlier details can get dropped or twisted.
4. Wobbly logic
 - Can miscount, skip a step, or miss a key detail in multi-step tasks.
 - Great helper, not a perfect logician.
5. Human bias inside
 - Learned from human text, which includes stereotypes and unfair patterns.
 - Can repeat or amplify those unless you watch for it.

Optional: Not a person

- No lived experience, no common sense, no real understanding—just patterns.

“Watch For...” Reflection

1. Where would a wrong answer hurt most in your world?

2. Where is outdated information especially risky for you?

3. What is one way you can spot when the model is forgetting earlier details?

4. If the model's answer feels “off,” what will you do first?

(Check another source, ask a colleague, ask the model to show its steps, or other.)

My Personal Warning Label

“AI tools are helpful for me when _____,
but I will never fully trust them for _____.”

Worksheet 3: Responsible Use – House Rules for AI

Core Rule

Write this at the top in your own handwriting:

“GPT drafts. Humans decide.”

Do / Don't Checklist

DO:

- Use AI for first drafts, not final copies.
- Double-check important facts with trusted sources.
- Keep sensitive data out (no full SSNs, full medical records, etc.).
- Break big jobs into smaller, clear questions.
- Ask AI to explain its steps for anything complex.
- Review tone and wording for fairness and bias before sending.

DON'T:

- Don't use AI as your only source for legal, medical, or financial decisions.
- Don't paste in information you would not share with a trusted coworker.
- Don't assume the model is up to date on today's rules or prices.
- Don't skip human review when something affects people's money, health, job, or safety.

Quick Scenario Exercise

Mark each situation:

■ = OK to use AI for a draft (with human review)

■ = Needs an expert, not just AI

1. Writing a first draft of a welcome email to new customers. ____
2. Creating a social media caption about your new product. ____
3. Deciding whether a contract clause is legally safe to sign. ____
4. Drafting a job posting, then editing it yourself for bias. ____
5. Asking if a specific treatment is safe for a medical condition. ____
6. Summarizing a long policy document so you can discuss it with your attorney or advisor. ____

Your Two House Rules

House Rule #1:

I will use AI to help me with _____,
and I will always double-check it by _____.

House Rule #2:

I will never rely only on AI for decisions about _____,
and I will always involve a human expert when _____.

End-of-Workshop Commitment

In the next 7 days, I will:

- Try AI for this one safe task: _____
- Avoid using AI for this high-risk area: _____