ACTION SHEET

INSTITUTE OF EXCELLENCE

Your Next Step: Casey Keynote Action Sheet

You don't need to climb all five levels of AI. Just move up one. Use this sheet to choose one small task, protect your community's information and take one step this week.

FINISH YOUR OPA CHECK-IN

Answer on your own or with your committee.

1 Your opportunity

What is one task AI could take off your committee's plate?

Choose one small task, not a whole project.

2 What you will protect and check

What will you leave out of AI, and what will you check before you use the result?

Run the Noticeboard Test before you upload anything. Check every name, number and fact.

3 Your action this week

What is the one action you will take, and on what day?

Day and date. Not "soon".

Use AI responsibly

Protect privacy: Change your settings before your first prompt. When in doubt, leave it out.

Check the facts: AI will confidently invent numbers. Verify every one.

Use your judgement: AI drafts. You refine. Your values and your community's trust are what you can't replace.

Download the slides and Action Sheet: https://instituteofexcellence.com/resources/casey1026

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