Your own AI rules

Use AI for everyday paperwork, then write down your own rules for using it in your business.

Try it

1. **Summarize.** Use a long email or letter you've received (take out names and private details first), or the example on screen:

   > Summarize this in three bullet points, then list anything I need to do and by when.

2. **Make a checklist.**

   > Turn these notes into a checklist for opening my *shop* in the morning: *lights, till float, check fridge temperature, sign out, wipe counter*.

3. **Plan your week.**

   > Here are my jobs this week: *order stock, pay the window cleaner, reply to two reviews, update opening hours*. Put them in a sensible order for a busy week.

My AI rules

I will use AI for:

I will never type in:

I always check:

If I'm not sure, I ask:

TAKE-HOME RULE

Your business, your rules. AI works for you.