One small task this week

Pick a short, checkable experiment. A calculator, template, or human may be the better tool.

- [ ] **Choose one small job**

  Try a draft, summary, or plan using fictional notes. Write what a useful result would include and what it must not invent.

- [ ] **Choose the tool**

  Use a calculator for exact arithmetic, a spreadsheet for repeatable tables, or a template for a familiar task. AI is optional.

- [ ] **Set the facts and limits**

  Keep your source notes. Supply the task, known facts, limits, and answer format. Mark missing details instead of guessing.

- [ ] **Set a stopping point**

  Use an app you already have. Choose a short time limit and stop if the task needs private data, payment, extra access, or an unchecked assumption.

- [ ] **Check the result**

  Compare names, numbers, dates, and claims with the source. Check what is missing. Fluent wording is not evidence that an answer is correct.

- [ ] **Keep, adapt, or skip**

  Record what helped and what did not. Decide whether to use the result, revise the approach, or do the task another way.

My task, check, and stopping point:

Optional review by: _____ Date: _____

This aid supports a checking habit; it cannot certify an answer or remove the consequences of using it.