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Critical Thinking Checklist for AI Use

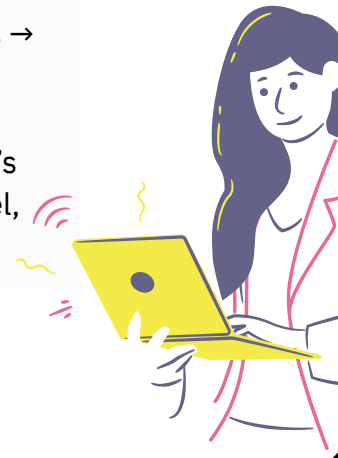
Before You Use AI ✅

□ ***What is the purpose of this task?*** Is AI the right tool for the job, or would a human approach be better?

□ ***Who is the audience?*** Are you writing for donors, the public, partners, or internal staff? This affects tone, accuracy, and depth.

□ ***Could this task involve sensitive or confidential information?*** If yes → Do NOT input confidential information into public AI tools.

□ ***Do I understand the limitations of the AI tool I'm using?*** Check if it's known to generate incorrect or biased outputs. AI is a language model, not a fact-checker.



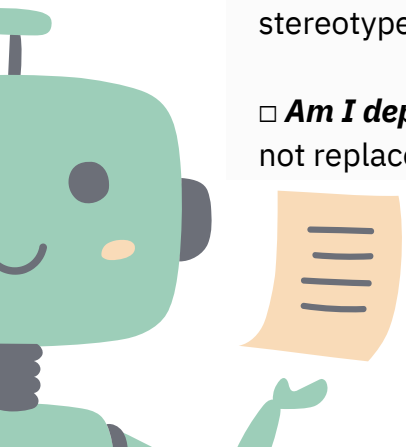
While Using AI 🧐

□ ***Am I providing clear instructions and context?*** Vague prompts get vague answers. Include relevant background, goals, and tone.

□ ***Does the output seem a bit odd?*** Trust yourself! Be alert to hallucinations, as AI may invent data or sources.

□ ***Does this reflect our organization's values and voice?*** Review tone, framing, and word choices. AI can unintentionally reproduce harmful stereotypes.

□ ***Am I depending too heavily on the AI?*** Use AI to support your work, not replace your judgment, creativity, or ethics.



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After Using AI 🔍

□ ***Have I fact-checked the content?*** Verify facts and events through reliable sources.

□ ***Is there potential for harm, confusion, or bias in this content?*** Think: Who might be misrepresented or excluded?

□ ***Do I need to disclose AI involvement?*** For transparency, note when AI was used to draft content for reports, proposals, or publications.

□ ***Did I review and edit the final version?*** Treat AI output as a draft, not a finished product. Always apply human oversight.



Pause and Rethink 🕵

When content is too generic, overconfident, or misleading

When you're tempted to copy-paste without understanding

When you're unsure whether AI use is allowed for this task

When the request involves real people, sensitive data, or high-impact decisions



Additional Resources

Responsible AI at Microsoft

LinkedIn Learning Soft Skills

YouTube - Microsoft Responsible AI