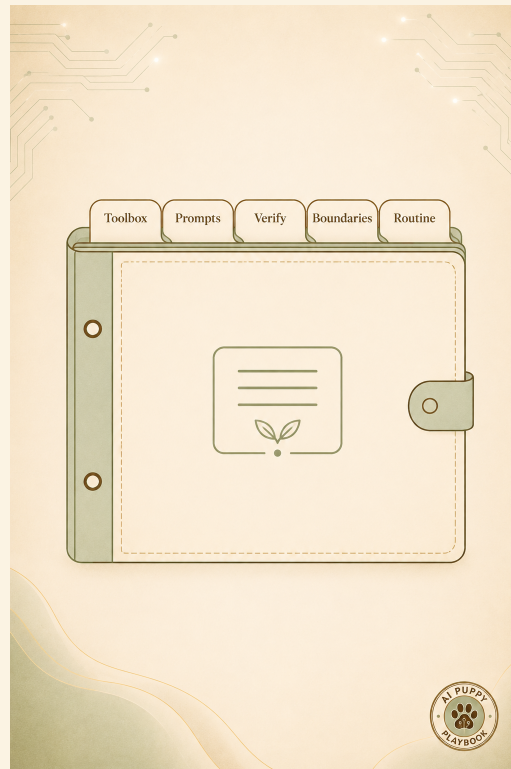


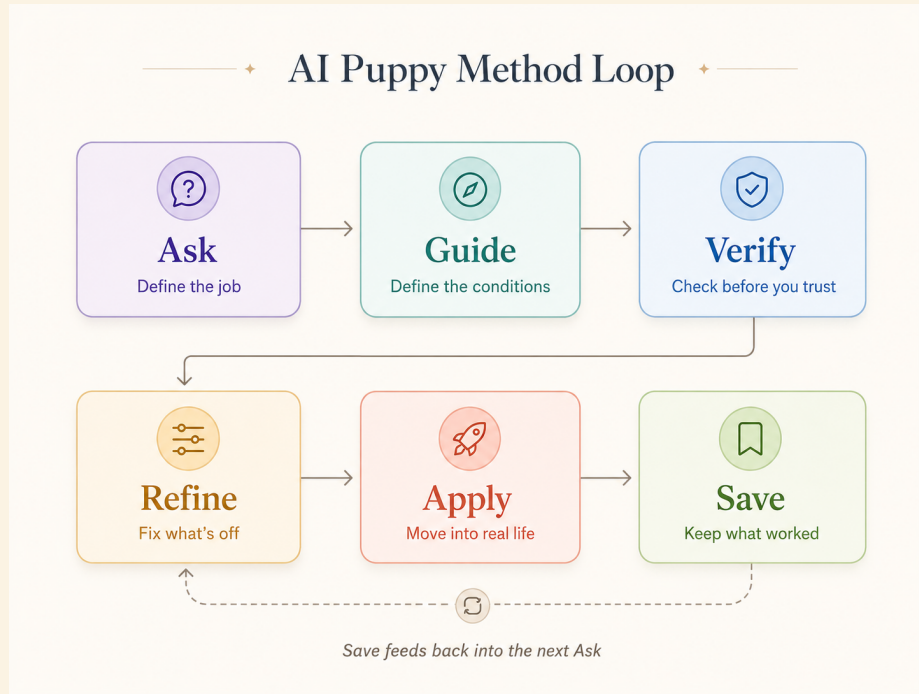
Your Personal AI Playbook

Six Worksheets — Fillable Edition



Six pages, designed to be used alongside Part 2 (The AI Puppy Method) and Part 5 (Build Your Personal AI Playbook). Click into any field below to type directly on your computer or tablet, or print and fill them out by hand — however you'll actually use them.

Worksheet 1 — The AI Puppy Method at a Glance



ASK — Define the job.

What do I actually need AI to do?

GUIDE — Define the conditions.

What does AI need to know about me, the situation, and the result I want?

VERIFY — Check before you trust.

What facts, risks, or assumptions need confirmation?

REFINE — Fix what's off.

What specifically would make this result better?

APPLY — Move it into real life.

Where does this answer go next? (Send it / Schedule it / Save it / Decide / Create / Book / Share / Do the next step)

SAVE — Keep what worked.

What would be useful again?

Worksheet 2 — My AI Toolbox

Tool	Mainly Used For	Good At	Not Great For

Which tool do I reach for first, and why?

Not sure what to write yet? Start with whatever's already on your phone or computer — that's your toolbox, whether you've named it or not.

Worksheet 3 — My Standing Context + Corrections

My standing context paragraph (answer each question in a sentence or two, then combine them below)

How do I generally like things done?

What should AI always know about my situation?

What should AI never assume about me?

My context paragraph, combined:

My standing corrections (fixes I've made more than once — turn them into standing instructions)

☐	
☐	
☐	
☐	

Worksheet 4 — My Saved Prompt Library

Group your best prompts by category. Keep the prompt as a fill-in-the-blank template, not a one-time exact wording.

Writing & Communication

Prompt:	
Good for:	
2nd prompt:	
Good for:	

Planning & Decisions

Prompt:	
Good for:	
2nd prompt:	
Good for:	

Creative Projects

Prompt:	
Good for:	
2nd prompt:	
Good for:	

Research & Learning

Prompt:	
Good for:	
2nd prompt:	
Good for:	

Worksheet 5 — My AI Verification Checklist

Standing checks (run these on anything before you trust it)

- ☐ Is there a fact, name, date, number, price, or claim I should confirm?
- ☐ Would acting on this be difficult to undo if it's wrong?
- ☐ Is anyone or anything pushing me to act urgently, send money, or share information?

My personal flags (the two or three areas of your life where a wrong answer costs you the most)

- ☐
- ☐
- ☐

Keep this one short enough to run through in your head in ten seconds. That's what makes it something you'll actually use.

Worksheet 6 — My AI Boundaries + Weekly Routine

PANEL 1 — What I Decide

What AI helps me with — and what I decide:

AI Can Help Me...	I Make the Final Decision About...
understand options	health decisions
organize questions	financial decisions
draft language	relationships
compare choices	personal values

PANEL 2 — How I Maintain the System

My weekly/monthly routine (check what you'll commit to — start with just one)

- ☐ Weekly: check my AI Notes and file anything into the right worksheet
- ☐ Weekly: reuse one saved prompt on purpose
- ☐ Monthly: reread my boundaries page
- ☐ Ongoing: add to my playbook whenever something surprises me — good or bad

This week, I'm starting with: