

Quick Check

Is AI right for your task?

AI is most helpful for...

- Brainstorming ideas
- Organizing information
- Summarizing content
- Explaining concepts
- Drafting emails, messages, and documents
- Rewriting for tone, clarity, or length
- Simplifying complex information
- Comparing options or viewpoints
- Outlining projects, presentations, or plans
- Generating examples, questions, or variations
- Finding patterns or themes in text
- Translating and rephrasing
- Turning information into different formats (notes → table, article → checklist, meeting notes → action items)
- Helping you think through a problem through back-and-forth conversation

AI needs extra care and attention when...

- Decisions carry serious consequences (e.g. health, legal, financial, safety, or compliance matters).
- Accuracy must be exact: AI can sound confident while being incomplete or wrong.
- Human expertise, ethics, or empathy are required: AI can support these conversations, but it doesn't replace professionals or relationships.
- Personal or sensitive information is involved: Share thoughtfully and only what's necessary.
- The outcome affects other people: Hiring, discipline, conflict, medical decisions, or anything where fairness and context matter.
- You can't or won't review the answer: AI works best when someone stays engaged and exercises judgment.

The Brief

Five fields, two minutes, and the clarity to know exactly what to ask before you open the tool.

01

Set the Intent

Goal: Before you open the AI tool, what do you want to achieve? Be specific.

02

Don't Make It Guess

Context: What would help AI understand not just the task, but the situation?

Constraints: What are the limits? (AI's role, tone, length, format, what to avoid)

03

Stay In It

Structure: What form should the output take (bullet list, email, table, paragraph)?

04

Own the Outcome

Success: How will you know the output isn't just done, but ready to be used or shared?

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