

Use AI. **Check** everything.

A practical kit for using AI assistants well: briefing, checking, and, if you choose, turning the skill into a small paid service. A guide, eight templates and four trackers.

SkillPath-guide.pdf

12 chapters + appendix

T1 to T8 .docx

8 Word templates

Tracker1 to Tracker4 .xlsx

4 Excel trackers

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Checking and Fixing AI Output

This is the most valuable chapter in the kit. Anyone can get an AI to write something. Few people reliably check it. If you master this, you are ahead of most users.

The rule

Nothing leaves your hands unchecked. You are the author of whatever you send, whoever or whatever typed it first.

What goes wrong

- **Hallucinations:** the assistant states something false, smoothly. Dates, names, statistics, laws, quotes, product details.
- **Fake sources:** references with real-sounding authors, titles and web addresses that do not exist or do not say what is claimed.
- **Fake or shaky numbers:** percentages and totals that were never calculated, or are wrong.
- **Stale information:** correct years ago, wrong now.
- **Wrong tone or wrong audience:** too formal for a student, too casual for a company, foreign spelling and examples.
- **Copy-sounding text:** phrases that feel borrowed or generic, with a risk of resembling existing writing.
- **Ignored instructions:** word limits missed, a "do not" included anyway.
- **Bias or unfair assumptions** about people or places.

The five-pass check

Work through these in order. It takes minutes once you are used to it.

PASS	LOOK FOR	METHOD
1. Brief	Did it do what I asked?	Compare against your brief line by line
2. Facts	Names, dates, numbers, claims	Find each in an independent, reliable source
3. Sources	Links, books, studies	Open each one. If you cannot find it, remove it
4. Voice	Does it sound like me or the client?	Read aloud; cut filler and clichés; add real details
5. Safety	Private data, promises, unfair claims	Remove anything you cannot stand behind