Part 1 · the starter kit

The 4 checks before AI work leaves your desk

Paste the draft and its source into one chat. Run the four, one at a time. Test data only.

before it goes out

1 Is it true?

paste this: Check every number, name, date and fact against the source. List each: matches, doesn't match, not in the source.

2 Is it right for the person?

paste this: Read my ask again. Does this answer what they asked, use the right name, and sound like me? List what misses, tone included.

3 Is it safe to send?

paste this: List anything private or internal: names, money, addresses, anything meant only for my team.

4 Would I sign it?

paste this: Argue against this. The three strongest reasons it's wrong, weak, or will land badly. Don't be nice.

Then nothing sends without my yes.

the whole habit → **asktomp.com/blog/4-checks**