No. 134

AI LITERACY SERIES · THE METHOD

Your Work Augmented

Use AI at work to move faster without ever putting your data, your credibility or your job at risk.

Ten prompts to frame your use, protect your information, write solid drafts and stay honest about the help you receive.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

By late 2026, using AI at work has become ordinary, but often in secret. A Microsoft and LinkedIn study found that more than half of workers hesitate to admit they use it for their important tasks, and nearly eight AI users in ten bring their own tools to the office. The result: real gains, but also data leaks and mistakes that slip through unnoticed. Used well, AI makes you faster without putting you at fault. Three cues before you start.

1. **AI assists, it does not decide for you.**
   It drafts, summarises and suggests. The checking and the final call stay yours, above all towards your employer and your clients. It is your name on the work, not its.

2. **Some information never leaves the building.**
   Client names, unpublished figures, salaries, personnel files, passwords have no place in a consumer AI. When in doubt, anonymise or hold back.

3. **Hiding it is not a strategy.**
   Keeping your AI use secret stops you talking about it, improving and fixing mistakes together. Better to know the house rule and play it straight.

Good reflex: before pasting anything, ask who would be hurt if this information leaked. If a name comes to mind, do not paste it.

THE METHOD

The Method

Five moves, ten prompts ready to copy. Frame your use and pick the right tasks, protect sensitive information, produce faster without cutting corners, check the quality and stay honest about the help received, then grow your skills and take stock each month.

1 **Frame**
01 The House Rule · 02 The Right Tasks

2 **Protect**
03 The Red Line · 04 The Before-You-Send Check

3 **Produce**
05 The Faster Draft · 06 The Delegated Chore

4 **Check**
07 The Quality Control · 08 The Disclosed Use

5 **Keep Going**
09 The Skill Built · 10 The Monthly Review

THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · FRAME

The House Rule

PROMPT TO COPY

Role: you are an advisor helping me use AI at work without a misstep.
Context: I work as [role] in [type of organisation]. My employer has [an AI policy / no written rules].
Task: help me understand what I may do, and set my own rules if none exist.
Format: a clear list of what is allowed, discouraged and forbidden in my job, then 5 questions to ask my manager to clear up doubts. Keep it simple.

WHAT YOU GET

A compass instead of a fog. Knowing the rule, or giving yourself one, avoids the misstep that costs dearly.

PROMPT 02 · FRAME

The Right Tasks

PROMPT TO COPY

```
Role: you are a work organiser.
Context: in a typical week, my tasks are [list them:
writing, summarising, sorting mail, preparing meetings,
doing calculations].
Task: help me sort which to hand to AI and which to keep by
hand.
Format: three columns (ideal for AI, to be reviewed by me,
keep human), with a short reason for each. Warn me about
the sensitive tasks.
```

WHAT YOU GET

A clean split between you and the tool. You save time where it is safe, you keep control where it matters.

PROMPT 03 · PROTECT

The Red Line

PROMPT TO COPY

```
Role: you are a careful safeguard.
Context: at work I handle information such as [clients, contracts, figures, personnel files].
Task: help me draw up my red-line list, what I never paste into an AI.
Format: a short list of forbidden information, next to each a safe version to use (a name replaced by "client A", a rounded amount), and one line to remember. Practical, not theoretical.
```

WHAT YOU GET

Your red-line list to keep in sight. Most leaks come from a copy-paste done too fast.

PROMPT 04 · PROTECT

The Before-You-Send Check

PROMPT TO COPY

```
Role: you are a quick checker.
Context: I am about to paste a work text into an AI:
[describe it in one line].
Task: give me a few-seconds reflex to avoid a leak.
Format: a mini list of 4 or 5 questions to ask myself
before pasting, and what to do if I answer yes to any.
Short, easy to learn by heart.
```

WHAT YOU GET

Twenty seconds that spare a big headache. The right reflex is to check first, not to regret after.

PROMPT 05 · PRODUCE

The Faster Draft

PROMPT TO COPY

```
Role: you are a professional writing assistant.
Context: I must produce [an email, a note, a report
section] for [recipient], from these elements: [paste your
notes, nothing confidential].
Task: turn my notes into a clear first draft.
Format: a structured text, in a [neutral and courteous]
tone, that I can review and adjust. Flag in brackets what
is missing or still to check.
```

WHAT YOU GET

A first draft in seconds, yours to finish. AI writes the draft, you keep the pen and the responsibility.

PROMPT 06 · PRODUCE

The Delegated Chore

PROMPT TO COPY

```
Role: you are an expert in recurring tasks.
Context: every [week], I redo the same chore: [tidy meeting notes, format a table, summarise a long thread].
Task: help me create a reusable prompt for this task.
Format: a ready-to-reuse prompt template with brackets to fill in, and two lines of instructions. Built to save time every time.
```

WHAT YOU GET

A chore turned into a formula. The real gain of AI at work is automating what repeats.

PROMPT 07 · CHECK

The Quality Control

PROMPT TO COPY

```
Role: you are a demanding proofreader.
Context: here is a text the AI has just produced for my
work: [paste it].
Task: help me check it before it leaves my hands.
Format: list the figures and claims to verify, the passages
that ring false or too good, and what is missing for my
[recipient]. Flag with an asterisk anything you are unsure
about.
```

WHAT YOU GET

The net that catches the error before the boss does. A pretty but wrong AI output harms more than no output.

PROMPT 08 · CHECK

The Disclosed Use

PROMPT TO COPY

```
Role: you are an honest communication advisor.
Context: I used AI to [prepare, write or analyse] this
work, and I want to be transparent without downplaying
myself.
Task: help me phrase a simple mention of the help received.
Format: two or three short sentences, to adapt depending on
whether I address a colleague, a manager or a client, plus
a tip on when disclosure is expected.
```

WHAT YOU GET

The words to play it straight. Saying how AI helped builds trust, hiding it weakens it.

PROMPT 09 · KEEP GOING

The Skill Built

PROMPT TO COPY

```
Role: you are a mentor who wants me to grow, not to grow
lazy.
Context: in my job as [role], I want to use AI to learn,
not only to produce.
Task: show me how to use it to build my skills.
Format: for a given task, explain first, let me try, then
correct, instead of doing it all for me. Give 3 concrete
habits to progress each week.
```

WHAT YOU GET

AI as a coach, not a crutch. Those who learn with the tool stay ahead of those who lean on it.

PROMPT 10 · KEEP GOING

The Monthly Review

PROMPT TO COPY

```
Role: you are a clear-eyed review.
Context: for a month, I have used AI at work in these ways:
[sum them up].
Task: help me take stock so I can adjust.
Format: what AI really saved me, the times it misled or
slowed me, one risk to watch, and two settings for next
month. Be honest, not flattering.
```

WHAT YOU GET

A bearing instead of flying blind. Taking stock keeps AI in its place: useful and under control.

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YOUR TURN

The First Step

You now know how to use AI at work usefully and safely: frame your use, protect sensitive information, produce faster without cutting corners, check the quality, stay honest about the help received and grow month after month.

AI augments you, it does not replace you: the decision, the checking and the responsibility stay in your hands.

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Free for the SYSTINFO community