

A SIMPLE FRAMEWORK FOR SORTING AI USE CASES



LOW RISK



supports thinking, no sensitive info,
no replacing judgment

- Brainstorming ideas
- Creating a personal outline
- Rephrasing your own draft for clarity
- Asking AI to explain a concept or poke holes in your thinking
- Using AI to generate practice questions or talking points



CAUTION: USE WITH CARE

internal info, external audiences,
decisions that affect others

*ask: what happens
if this is wrong,
incomplete, or
exposed — and
nobody catches it?*

- Summarizing internal docs
- Drafting client-facing language
- Preparing reports/recommendations for leadership
- Analyzing data



STOP: DON'T DO IT

explicitly prohibited, not just implied

- Pasting confidential/regulated info into unapproved tools
- Generating fabricated sources or citations
- Passing off AI work as fully human when disclosure is required
- Making high-stakes decisions without human review

