

How to Use AI Responsibly **EVERY** Time

E **VALUATE** the initial output to see if it meets the intended purpose and your needs.

V **ERIFY** facts, figures, quotes, and data using reliable sources to ensure there are no hallucinations or bias.

E **DIT** your prompt and ask follow up questions to have the AI improve its output.

R **EVISE** the results to reflect your unique needs, style, and/or tone. AI output is a great starting point, but shouldn't be a final product.

Y **OU** are responsible for everything you create with AI. Always be transparent about how you've used these tools.