

2026 EDITION

Responsible AI for Study & Work

Use AI to research, organise, practise and refine - without surrendering judgment, privacy or honesty.

This guide is free. No email, no paywall, no promised outcome. Use it, test it, adapt it to your circumstances, and do the work.

How to use this guide

Read one section, complete the action, collect evidence, and only then move forward. AI may help you research, organise, critique and practise. It should not invent your experience, make your decisions, or replace your judgment.

Remember: guidance improves decisions; persistence and execution create results.

1. Use AI as support, not authority

AI can accelerate thinking and production, but it can also be confidently wrong. You remain responsible for the decision and the final work.

Start with your intent

Define the goal, audience, constraints and what a good answer would enable.

Provide source material

Give notes, data or a draft when possible. Ask AI to work from evidence rather than inventing context.

Separate generation from verification

Use one pass for possibilities and a second process to check claims against reliable sources.

Keep ownership

Do not submit text you cannot explain, defend or adapt.

Action: Choose one repeated task where AI can reduce friction without making the final decision.

AI support prompt

Before answering, restate my goal, list assumptions and ask for the most important missing context.

2. A reliable prompt framework

Good prompting is clear delegation. The exact wording matters less than the quality of context and evaluation.

Goal

What outcome do you need and why?

Context

Who is involved, what happened and what source material should be used?

Constraints

Tone, length, deadline, tools, privacy limits and facts that must not change.

Process

Ask for questions, options, critique or a step-by-step check - not hidden chain-of-thought.

Output

Specify the useful format: checklist, table, draft, questions or decision memo.

Evaluation

Ask it to identify uncertainty, unsupported claims and what requires human verification.

Action: Rewrite one vague prompt using all six elements.

AI support prompt

Goal: [goal]. Context: [facts]. Constraints: [limits]. Process: ask clarifying questions, then produce [format]. Mark uncertainty and anything requiring verification.

3. Study and research

AI is useful for explanation, practice and organisation. It should not replace reading, problem-solving or source checking.

Preview

Ask for a map of the topic, key terms and prerequisite knowledge before studying.

Active recall

Generate questions from your own notes, answer without help, then request feedback.

Multiple explanations

Ask for an analogy, a technical explanation and a worked example, then compare with course material.

Research verification

Use AI to identify search terms and competing claims. Verify against primary sources, official documentation and your institution's requirements.

Action: Create a study loop: learn, close notes, recall, check, correct, repeat.

AI support prompt

Using only the notes below, quiz me one question at a time. Do not reveal the answer until I attempt it. Track recurring misconceptions.

4. Job search and professional writing

AI can improve structure and clarity, but your application must remain truthful and recognisably yours.

Analyse before drafting

Compare your evidence with a role and identify honest matches, gaps and questions.

Refine, do not fabricate

Provide your draft and ask for clearer structure, shorter sentences and stronger evidence.

Prepare interviews

Use AI for role-play, follow-up questions and critique of recorded transcripts.

Research people responsibly

Summarise public professional information for relevance; do not infer private characteristics or manipulate people.

Action: Create a reusable evidence bank and use it as the only source for application drafts.

AI support prompt

You may use only the evidence below. Improve clarity and relevance, preserve my voice, and flag any sentence that would require a fact I did not provide.

5. Organisation and day-to-day work

The best use cases often involve small, repeated tasks: turning messy information into a clear next action.

Meeting preparation

Summarise objectives, open questions, stakeholders and decisions needed.

Notes to actions

Convert your notes into decisions, owners, deadlines and unresolved questions.

Document critique

Ask for contradictions, missing evidence, unclear terminology and audience mismatch.

Automation candidates

Identify repetitive, rules-based tasks with low consequence and clear human review.

Action: Keep a seven-day log of repeated tasks, minutes spent and error risk before choosing an automation.

AI support prompt

Convert these notes into: confirmed facts, decisions, actions with owners, open questions and risks. Do not infer missing commitments.

6. Privacy, safety and bias

Convenience is not permission. Do not paste information into an AI tool unless you are allowed to share it with that provider.

Protect sensitive data

Remove names, contact details, identifiers, confidential business data, health information and credentials unless an approved system explicitly permits them.

Check organisational rules

Use employer or university-approved accounts and policies. Free public tools may have different data-handling terms.

Watch for bias

Ask what evidence is missing, which groups or perspectives may be underrepresented and whether the recommendation treats a proxy as a fact.

Escalate high-stakes decisions

Medical, legal, immigration, financial and safety decisions require qualified human advice and current authoritative sources.

Action: Create a redaction checklist for your own field before using AI with real material.

AI support prompt

Review the text for sensitive or identifying information. Describe what should be removed or generalised; do not reproduce secrets.

Task and desired outcome:
What judgment must remain human?
Source material I am allowed to share:
Main risks: accuracy, privacy, bias, over-reliance or reputation:
How I will verify the result before using it:

7. A 30-day responsible AI plan

Measure whether AI improves the quality of your work, not only whether it produces text faster.

Week 1

Select one low-risk task and record the current process, time and quality.

Week 2

Design a prompt and verification checklist; compare AI-assisted and unassisted outputs.

Week 3

Use the process on five real examples and document errors, savings and required corrections.

Week 4

Keep, revise or stop the workflow based on evidence. Document the final human review step.

Action: Add one new use case only after the first is reliable.

AI support prompt

Help me review this AI workflow using evidence. Ask about error rate, correction time, privacy and output quality before recommending expansion.