AI SafeStep™

The step-by-step way to use AI safely. Five steps for every AI tool, typed or spoken.

1 Pause

Think before you type. What do I want? Is any of this private?

Stop before you act on an answer. Nothing an AI tool says needs to be used in the next minute.

2 Ask

Write your question in plain words.

Ask again in your own words. “Please make that simpler.” “Use a real-life example.” “Give me only three steps.”

3 Check

Look over the answer. Is it right? Where did it come from?

Check anything that affects money, health, legal matters, or safety with an official source or a trusted person.

4 Protect

Keep your private details safe. Watch for scams.

Protect private details. No Social Security number, bank or card numbers, full medical records, or passwords.

5 Improve

Review, refine and re-ask.

Look back on what worked, keep learning, and ask someone you trust to help make your next step safer.

Never type or say

- Social Security or Medicare numbers
- Bank or card numbers
- Passwords or one-time codes
- Full medical records

Check with

- Health: your doctor or pharmacist
- Money: the number on your card or bill
- Anything else: the official website
- Always: someone you trust

How fishy is it?

- **1 · A little fishy** Be careful. Slow down and read it again.
- **2 · Fishy** Stop and check. Contact the company or person yourself.
- **3 · Really rotten!** It is a scam. Do not respond, click or pay.

Re-ask any time: “Please make that simpler.” “Use a real-life example.” “Give me only three steps.”

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