

MY PERSONAL AI POLICY

A working document. Revisit quarterly.

Name: _____

Last updated: _____

1. PRINCIPLES

Your 3–5 North Star statements. These are the tests you run when you're not sure what to do.

1. _____
2. _____
3. _____
4. _____
5. _____

2. DATA RULES

What goes into a prompt, and what never does. Which tools are cleared for which data categories?

Data Category	Cleared Tools	Never Allowed In
Client/customer data		
NDA-covered material		
Proprietary work product		
Personal sensitive info		

3. VERIFICATION

What's your standard before AI-assisted work goes out? Who reviews high-stakes outputs?

High-stakes work (regulatory, board, client deliverables): _____

Standard work (internal documents, drafts): _____

"Reviewed by" practice for public content: _____

4. BOUNDARIES

What stays human? Tasks, skills, and judgment calls you've decided AI won't touch.

Professional tasks that stay human-led: _____

Skills I'm protecting from atrophy: _____

Judgment calls that remain mine: _____

What I'm still figuring out: (a working document isn't a finished one)

