

SHOULD WE USE AI FOR THIS? A PRACTICAL DECISION GUIDE

Audience: Users | Type: Skill building

Why this matters

Not every task should use AI, and not all AI is helpful.

This checklist helps you decide when it adds value and when it does not.

Good places to start

- **Ownership:** Who is accountable for the outcome, and have they committed to reviewing it?
- **Role of AI:** Is AI helping with drafting, organizing, or brainstorming, not making decisions?
- **Information risk:** Does this avoid private, sensitive, or identifying animal/people data?
- **Accuracy tolerance:** What happens if this is wrong? Is that risk acceptable?
- **Transparency:** Would we be comfortable explaining how AI was used publicly or to a colleague?
- **Trust impact:** Could this affect trust with adopters, donors, volunteers, or partners?
- **Effort vs. payoff:** Will AI meaningfully save time or reduce friction for this task?

AI principle

Every AI decision may be different. Critical thinking is required to decide whether it's a good use or has too high a risk.

A simple guide

- **Yes:** Drafts, summaries, rewrites, brainstorming
- **Use caution:** Public-facing content without review
- **Avoid:** Final decisions, confidential data, sensitive cases

