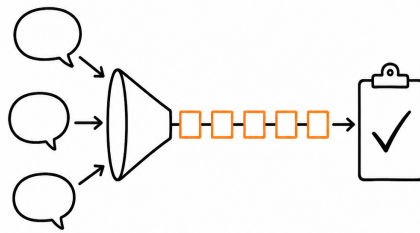


Give AI one proper job.

A copy-and-paste prompt for the work that keeps landing back on your desk.



Interview me before suggesting a solution.

I want to give AI one proper job in my company.

ASK ME ONE QUESTION AT A TIME UNTIL YOU CAN DEFINE:

- 01 Trigger: What starts the job?
- 02 Trusted sources: Which documents, systems or people contain the facts?
- 03 Finished output: What must exist when the job is done?
- 04 Human check: What does a person need to verify or decide?
- 05 Hard stop: What must the AI never do alone?

THEN GIVE ME:

- A one-sentence job description.
- The steps from trigger to finished output.
- The exact point where AI stops and a person takes over.
- The material I need to give the AI.
- A 30-minute first test using tools I already have.
- A pass or fail question: did the job move further without me?

If any answer is vague, challenge it.

Do not recommend new software, agents or skills until the job is clear.

START BY ASKING:

What piece of work landed back on my desk twice this week?

Use this before you add another AI tool.

SOURCE • NO MANUAL YET • ISSUE 05 • 23 AUG 2026



Matt Hertel
NO MANUAL YET



ViableCloud.
GET ONE JOB RUNNING