



When Should I Use AI?

A Simple Guide for Everyday Decisions

You don't need to use AI for everything. The best way to begin is to use it in moments where it can save time, reduce repetition, or help you get started faster.

A helpful rule to remember:

If you are staring at a blank page, repeating the same task, or trying to organize information — AI can help.

Great Times to Use AI

Use AI when you need to:

- Draft a first version of something you already need to write
- Turn notes or ideas into clear communication
- Organize information into lists or action steps
- Rewrite or simplify existing content
- Brainstorm ideas or messaging options
- Save time on routine communication

Examples:

- Event announcements
- Volunteer emails
- Newsletter drafts
- Meeting summaries
- Sponsor outreach messages

AI works especially well for **starting** and **structuring** work.

Use AI With Review

AI can help draft these, but you should always review carefully:

- Public announcements
- Grant language
- Policy explanations
- Anything including dates, statistics, or claims

Your knowledge and judgment ensure accuracy and authenticity.

When NOT to Use AI

Avoid entering:

- Confidential or private information
- Personal data about individuals
- Financial records
- Private board discussions or sensitive internal matters

When in doubt, keep private information out.

A Helpful Mindset

Think of AI as a **drafting assistant**, not an authority.

You are still responsible for:

- accuracy
- tone
- final decisions
- representing your community authentically

AI helps you move faster.

You provide leadership and voice.

Start Small

You do not need to change how you work overnight.

Try using AI for **one task this week** that normally takes longer than you'd like. As you become comfortable, you can expand naturally into other areas.

Consistency builds confidence.

Over time, your saved prompts and workflows will become a shared resource for your organization — helping your team communicate more clearly, work more efficiently, and spend more time focused on the people and community you serve.