

Is it safe to put this in?

DO TODAY

Find out, today, whether your employer has a written rule about AI tools.

Search your intranet for "AI", then "Copilot", then "ChatGPT". If you find nothing in ten minutes, send one email to your line manager asking whether there is a policy, and keep the reply.

THE STEPS, IN BRIEF

- 1 Take one real thing you were about to paste in.
- 2 Read it and ask: is there a living person in here who could be worked out?
- 3 Ask: is this mine to share?
- 4 Ask the newspaper question: if this exact text appeared in a news story tomorrow with your name attached to it, would you be comfortable?
- 5 Now check which tool it is going into.
- 6 Read what the supplier actually says about the work tool, rather than what you have heard.
- 7 Decide, using this order.
- 8 If the answer was no, try taking the person out instead of giving up.

WHERE IT USUALLY GOES WRONG

You cannot find out whether your employer has a rule.

Ask the person who sent the email announcing the tool.

The tool is approved, so you assume the data is approved.

These are two separate decisions and they are often made by two different people.

WHAT HAPPENED

ONE THING TO TRY NEXT

What AI at work actually means — 8 minutes.

howtobedigital.com/learn/ai/what-ai-at-work-actually-means/

Tell a real message from a fake one

DO TODAY

Find one message in your phone or inbox that you were not sure about.

Do step 2 on it: read the sender's full address, not the display name. Then decide, and either report it or delete it.

THE STEPS, IN BRIEF

- 1 Before anything else, notice the feeling.
- 2 Look at who sent it, properly.
- 3 Look at the link without touching it.
- 4 Now the check that decides it.
- 5 If it is fake, report it.
- 6 Then delete it, and stop thinking about it.

WHERE IT USUALLY GOES WRONG

The address after the at-sign looks right but something still feels off.

Trust that.

You already clicked the link.

Clicking alone is usually not the damage.

WHAT HAPPENED

ONE THING TO TRY NEXT

Ask it something daft and see what happens — 8 minutes.

howtobedigital.com/learn/play/ask-it-something-daft/