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SMART AI · THE COMPANION

Practice & *Reflection*

Reading is where fluency starts. Doing is where it sticks. A simple workbook to put one real task through the four habits — and to notice how far you've already come.

Plan with intention. Execute with precision.

One task, *four habits*

Pick one small, real task you could genuinely use AI for today — nothing grand. Walk it through the four habits below. At the end, reflect on how it landed. If something didn't click, that isn't failure — it's a signal to step back one habit and try again. Print this and fill it in by hand, or keep it beside you as you work.

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START HERE

Choose your task

MY TASK TODAY

WHICH KIND OF HELP DOES IT NEED? (circle one — from "How AI Tools Differ")

Fast answer

Research & verify

Thinking it through

Doing the work

Not sure yet

1

FIRST HABIT · DELEGATE

What does "done well" look like?

Before you open the AI: what are you really trying to achieve, and what's the AI's part versus yours?

2

SECOND HABIT · DESCRIBE

My prompt

Cover three things: *what* you want, *how* to approach it, and *how* the AI should sound. Vague in, vague out.

3

THIRD HABIT · DISCERN

Look hard at the result

Run your prompt, then evaluate what comes back — before you use it. Sending something back isn't a setback; noticing what's off *is* the skill.

WHAT WAS GOOD ABOUT THE RESULT?

WHAT DID YOU PUSH BACK ON OR CHANGE?

4

FOURTH HABIT · DILIGENCE

Would you stand behind it?

Before you use or share it: did anything need checking or disclosing?

ANYTHING I VERIFIED, CHANGED, OR WANT TO BE TRANSPARENT ABOUT

You don't need to know how an engine works to drive well.



THE CHECK-IN

How did it land?

Be honest — this is just for you. Tick the one that fits, then read its next step. There's a good move whatever you choose.

☐ **That clicked**

Notice *why* it worked. Did you push back on a weak first answer? That's Discernment — most people never get that far. Did clear describing save you time? That's a real skill. Bank this feeling: you're more capable with AI than you were an hour ago, because you practised, not just read.

☐ **Getting there**

"Getting there" isn't halfway to failing — it's halfway to fluent, and you got here by doing the work. If one habit felt shaky, that's your signal: step back to that block, reread its one page, and run the same task again. You've already done the hard part — starting.

☐ **Lost — I'd like to go back**

Going back a step is the smart move, not a retreat. Feeling lost usually means an earlier habit needs a second look — most often Delegation (what am I really trying to do?) or Description (did I ask clearly?). Pick the fuzziest, reread that single page, try again. Noticing it didn't land is self-awareness most learners never reach. You've got this — one block at a time.

ONE THING I'LL DO DIFFERENTLY NEXT TIME

BEFORE YOU CLOSE THIS

You showed up for *your own growth*

That's the part most people skip. Whatever the result of this round, you chose to practise rather than just read — and that choice is exactly what fluency is made of. Most people wait to feel ready. You decided to begin, and that puts you ahead of where you think you are.

Come back with another task whenever you like. Each loop is easier than the last, and the habits get quieter and more automatic every time. That's not you trying hard anymore — that's you becoming fluent.

*Most people wait to feel ready.
You chose to begin.*

This companion is original SMART content. The four habits it practises — Delegation, Description, Discernment, Diligence — draw on the AI Fluency Framework by Rick Dakan, Joseph Feller, and Anthropic, released under the Creative Commons CC BY-NC-SA 4.0 licence, used here with attribution and gratitude.

GO FURTHER

Where the fluency gets applied

These guides build the judgement — the 4Ds you can carry into any AI tool, on any task. The natural next step is applying that judgement to the work that carries a number.

The SMART Business range puts it to work: five practical planners for commercial leaders — Key Account Director, the SaaS Commercial Playbook, Managing Change, Continuous Improvement and Emotional Intelligence. Every one now includes a built-in "Working with AI" section: ready-made prompts, each constructed on the 4Ds you've just learned, with a note explaining why it's shaped that way.

So the loop closes both ways — the guides teach you to direct AI well, and the planners hand you the exact prompts for account risk, root-cause analysis, difficult conversations, change resistance and honest deal qualification.

EXPLORE THE RANGE

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