EXTENDED MIND

CHECKLIST · 6 STEPS

How to Turn Raw Thoughts into a Proposal for Your Manager with AI

- [ ] **1 Share your thoughts as they are**
  State the recipient and the goal; note what is known for a fact and what is still an idea or assumption.

- [ ] **2 Ask AI to ask you clarifying questions before drafting the document, where the answers could affect the outcome**
  Ask it not to invent missing causes or numbers.

- [ ] **3 Answer the generated questions in the same chat and in the same order**
  Repeat each question before your answer, explicitly flag what is unknown, and add any important context AI did not ask about.

- [ ] **4 Choose your proposal or define the first step (depending on the situation)**
  If you lack data for a decision, propose gathering it first. For an experiment, specify what will change and how you will evaluate the result.

- [ ] **5 Give AI the prompt to draft the memo**
  Specify the sections and length, and state the decision you want from your manager. Ask it to preserve unknowns and conditions.

- [ ] **6 Verify the finished text against your original inputs**
  Check facts, roles, causal links, and commitments. Make sure brevity has not stripped away essential meaning.