

AI Skills Checklists

Four-step project checklist

1. Problem brief with success metrics.
2. First version in seven days.
3. Ship to two users and collect feedback.
4. Measure, fix three things, and publish.

Deployment checklist

- Guardrails: privacy, safety, and testing in place.
- Evaluation: a small test set with pass/fail thresholds.
- Logging: prompt, input, output, and cost logged.
- Ownership: who is on call when it breaks.

Weekly cadence

- Friday plan. Monday commit. Tuesday build. Wednesday test. Thursday ship. Sunday review.

Taste training

- Save five examples a week of “good” work in your field. Write one sentence on why each is good. Revisit monthly.

Leadership reps

- Own one meeting. Own one risk. Own one 1-page decision memo.