

# The Generative AI CHECKLIST

## C - CLARIFY CONTEXT/OBJECTIVES

### Set clear learning goals

Explain as clearly as possible what you aim to achieve by using GenAI, e.g. gather information; create summaries; analyse data; generate ideas, or proofreading assistance.



## H - HONE YOUR REQUESTS

### Make questions and requests as specific as possible

Use well-structured, explicit and comprehensive prompts, supplemented by dialogue wherever possible.



## E - EVALUATE RESPONSES

### Critically assess all information from GenAI

Check that the AI-generated content meets your objectives. Check for accuracy, relevance, and potential biases.



## C - CROSS-CHECK & VERIFY

### Check and confirm information with other sources

Validate with research or trusted sources to ensure the information is correct and reliable. Make sure all authors and references are accurately cited.



## K - EXPAND YOUR KNOWLEDGE

### Broaden and deepen your understanding

Use the AI content as a starting point. Continuously learn and adapt – use a broad range of insights gained from multiple sources.



## L - LINK CONCEPTS

### Connect ideas

Use GenAI to help draw connections between different concepts and subjects, enhancing your overall understanding.



## I - IMPLEMENT RESPONSIBLY

### Use GenAI responsibly

Be conscious of when and how often you use GenAI, balancing its benefits with the need to reduce unnecessary power consumption and environmental impact.



## S - STUDY SKILLS DEVELOPMENT

### Use GenAI to develop more effective learning habits

For example, you can use GenAI to suggest tasks and quizzes which can test your learning. Do not become too dependent on GenAI - use other resources and tools that can enhance your learning process.



## T - TRACK & LOG PROGRESS

### Record useful takeaways

Keep a log of the most valuable insights and ideas generated by GenAI as well as your reactions to the app. Track your progress so you can revisit and review important information later.

