

AIMT AI Practice Toolkit

Human-led. AI-assisted.

BUILD A BETTER B.R.I.E.F.

Turn a vague request into a useful AI brief - then keep responsibility for what ships.

STARTING POINT "Write a post about my head spa."

B **BACKGROUND**
What should the AI know about your business, service, client, or situation?

R **REQUEST**
What specifically do you want the AI to create or accomplish?

I **INSTRUCTIONS**
Add tone, audience, boundaries, claims to avoid, terminology, or required details.

E **EXPECTED OUTPUT**
Tell it the format, length, number of options, or structure you want back.

F **FACT-CHECK**
What will you personally review or verify before using the result?

MY FINAL PROMPT

Combine the strongest parts of your B.R.I.E.F. into one prompt you would actually use.

AI Use & Verification Matrix

Decide how much authority the tool should have.

LEVEL 1

AI can lead the first draft

- + Social copy
- + Brainstorming
- + Service-description drafts
- + Emails / FAQs
- + Internal organization

Human reviews before anything ships.

LEVEL 2

AI can assist, but you verify

- + Research summaries
- + Ingredient / product comparisons
- + Pricing / math
- + Regulatory research
- + Source gathering

Verify important facts with current authoritative sources.

LEVEL 3

Keep final authority human

- + Diagnosis
- + Medical conditions
- + Prescribing / treatment
- + Safety-critical decisions
- + Professional-scope decisions

The tool does not expand your professional authority.

BEFORE YOU TRUST, SHARE, OR ACT

- ☐ Is this a draft, an inference, or a fact?
- ☐ Does anything depend on current information - law, policy, pricing, manufacturer instructions, or tool settings?
- ☐ Did I open the source myself?
- ☐ Does the source actually support the claim?
- ☐ Did I verify the math, figures, or assumptions?
- ☐ Could this output be misleading without context?
- ☐ Am I asking AI to assist with a decision that still belongs to me?
- ☐ Would I be comfortable owning this output without hiding behind the AI?

SOURCE CHECK Open the source → read it → check the date → confirm it actually supports the claim.

AIMT PRINCIPLE Research with AI. Verify outside AI. Use AI for leverage. Keep human authority where it matters.

When a Client Brings an AI Answer

Example: "I asked ChatGPT and it says I have dandruff."

HEAR → OBSERVE → BOUNDARY → NEXT STEP

Receive the information without ridiculing it, automatically agreeing with it, or letting it replace your professional judgment.

01 • HEAR

Acknowledge what the client brought in. Example: "Okay - tell me what you were noticing that made you look into it."

MY LANGUAGE / DECISION

02 • OBSERVE

Return to the consultation and what is actually observable today. Separate what you can see from what you cannot establish.

MY LANGUAGE / DECISION

03 • BOUNDARY

Explain what you can responsibly establish. Example: "That may have given you useful information to start with. I can talk through what we are actually seeing today, but I cannot confirm a medical diagnosis from an AI result."

MY LANGUAGE / DECISION

04 • NEXT STEP

Based on actual findings: continue or adapt, avoid the affected area, pause or decline, or recommend appropriate professional evaluation.

MY LANGUAGE / DECISION

CLIENT DATA / IMAGE QUICK CHECK

- | | |
|---|--|
| ☐ Does the AI actually need this exact client information? | ☐ Do I understand the tool/account's current data and privacy settings? |
| ☐ Can identifiers be removed? | ☐ Is consent, permission, or an applicable workplace rule relevant? |
| ☐ Is the image actually necessary? | ☐ Could I complete the task with less identifiable information? |

DATA MINIMIZATION Give the tool what the task needs - not everything you know.

HUMAN JUDGMENT The goal is not to defeat the AI answer. Return the conversation to what you can responsibly establish.

Practice Prompt Library

Ready-to-customize starting points for real practice work.

MARKETING

Help me draft marketing copy for a [type of Head Spa business]. Audience: [who]. Goal: [action]. Create [format] in a [tone] voice. Do not make medical, diagnostic, or guaranteed-result claims. Give me [number] options. Flag anything that requires factual verification before publishing.

CLIENT COMMUNICATION

Draft a concise response to a client who [situation]. Tone: [warm / clear / firm]. Include [policy or service information]. Do not diagnose or speculate about medical causes. Give me one polished version plus one shorter option. Flag any detail I need to verify.

SOP / OPERATIONS

Turn this process into a simple internal SOP. Context: [workflow]. Goal: [consistency]. Organize it as purpose, supplies, sequence, decision points, and verify-before-complete. Do not invent legal, product, or manufacturer requirements; mark where I need current verified instructions.

RESEARCH

Help me research [question]. First identify the key sub-questions, then surface current authoritative sources I should check. Separate established facts from hypotheses. Do not treat your summary as verification. I will open and review the sources myself.

BUSINESS DECISIONS

Help me compare [option A] and [option B] for my Head Spa business. Use these inputs: [costs / volume / goals]. Show assumptions, calculations, risks, and missing information. Do not hide uncertainty. End with a decision summary I can review.

TRAINING / STAFF DEVELOPMENT

Turn this practitioner-approved material into a 15-minute staff training on [topic]. Include an objective, teaching points, one scenario, and three knowledge-check questions. Do not add clinical or legal claims beyond the material I provide.

MY REUSABLE PROMPT

BEFORE I USE THE OUTPUT

☐ Facts / sources verified

☐ Scope and claims reviewed

☐ Tone edited to sound like my business