

The 10 Commandments of AI

Using AI well, and not wastefully, at work · platform-neutral: ChatGPT, Claude, Gemini, Copilot, Grok

10commandmentsofai.com

- 01 Start with the outcome, not the tool.** Know whether you need a summary, draft, analysis, decision or table before you pick a model.
- 02 Don't use the most powerful model by default.** Reserve it for genuine reasoning, judgement or high accuracy — not formatting or proofreading.
- 03 Use lighter models for preparation.** Clarify the task and build the prompt cheaply. Batch related questions into one prompt rather than many turns.
- 04 Use stronger models for judgement.** Legal, financial, technical and strategic work — where the cost of being wrong is high.
- 05 Use lighter models for polish.** Proofing, shortening and reformatting don't need premium capacity.
- 06 Treat tokens like old phone credit.** A long chat resends its whole history every turn — start a fresh chat for a new task. Often the biggest hidden cost.
- 07 Don't paste or upload more than is needed.** Ask only for the output length you need, and switch off tools you're not using.
- 08 Choose the right file format.** Clean text beats a PDF when only the words matter; use PDF when layout, signatures or tables do.
- 09 Improve bad prompts before trying again.** Don't re-run a weak prompt on a heavy model — fix it first.
- 10 Use AI generously, but not carelessly.** The aim is better AI use, not less. Cut waste, not adoption.

LIGHTER MODEL

The local call

Prompt prep, proofreading, formatting, checklists, short summaries, simple internal email.

STANDARD MODEL

The mobile call

Client emails, first drafts, long-document summaries, comparing options, briefings.

REASONING MODEL

The international call

Legal and contract analysis, financial modelling, board papers, strategy, complex code.

The core rule

Use lighter models to prepare and polish. Use stronger models to judge and reason. Don't spend premium AI minutes working out what you meant to ask.