When to Use AI vs Not Use AI

Decision Framework for AI Adoption

Purpose

This guide helps you decide when AI adds value and when human work matters more.

Use AI When

- The task needs drafts or options

- The task needs structure or summaries

- The task supports exploration or early thinking

- The task has low risk and clear review

Example Task:

Reason AI Helps:

Do Not Use AI When

- The task requires expert judgment

- The task affects safety or legal outcomes

- The task involves sensitive or private data

- The task demands verified facts without error

Example Task:

Reason Human Work Matters:

Decision Check

Goal:

Risk Level (Low / Medium / High):

Review Plan:

Final Choice (Use AI / Use Human / Hybrid):