Personal AI Operating System Map

Decide what AI handles, where the truth lives and what remains human.

HOW TO USE

Complete one row per recurring piece of work. Fill it in on screen or print it and write on it. Revisit it when a tool, a source or an owner changes.

	1 Work type or recurring task	2 Default approved tool or mode	3 Where source information lives	4 Reusable instruction or workflow	5 Human check or approval	6 Owner and review trigger
	EXAMPLE Weekly project performance briefing	Approved company AI assistant, drafting mode	Cost report, programme update, site diary	Saved briefing prompt with fixed headings	Commercial manager reads and signs off	Project director, review every quarter
01						
02						
03						
04						
05						
06						

OPERATING RULES

Five rules that apply to every row above.

1. Use approved accounts.
2. Provide only necessary information.
3. Use the lightest dependable tool.
4. Verify anything relied upon.
5. Keep accountability human.

Personal working template. Not the company AI Self-Assessment.