

AI automation best practices

Give AI context

"Review my plan" beats "Write a plan."
"Follow this example" beats "Build it."

Validate every output

Checking the work saves time.
AI is unpredictable in unexpected ways.

Use AI where you have expertise

You can only validate what you understand.
Invest in training people.

Have exactly one owner

Whoever uses the AI is responsible for its work.
The owner gives the final stamp of approval.

Use AI as one step in a process

AI is one tool in the bag.
Introduce it in one place at a time. Incremental changes are easier to judge.

Define acceptable use guidance

Start with a few simple rules that are easy to follow.
Explicit ownership of outcomes and data privacy are good places to start.

Identifying tasks that can be automated with AI

1 There's a lot of material

Summarizing and drafting from large inputs is where AI saves time.

2 It's repeatable

Done the same way, again and again, so it can be a step in a process.

3 "Good" is quantifiable

Your team must be able to judge the quality of outputs to validate the work.

Ways automations fail

✗ Skipping review

Generated work looks good at first glance, but often has errors.

✗ Replacing expertise

AI is confident about everything. People need the skill to judge it.

✗ Missing information

AI lacks your context. Share examples, outcomes, and facts explicitly.

Need help with AI and automation?

Twin Sun builds AI pipelines and workflow automation. We're a good fit when:

✓ **Work is piling up.** A repetitive, document-heavy process is eating your team's time.

✓ **A pilot won't scale.** An AI experiment works in a demo but not in production.

✓ **Results must be trusted.** You need outputs you can measure, audit, and control.

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