

Personal AI Operating System Map

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

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.