

Lesson 24 Action Workbook

Using AI Tools to Become a Better Freelancer

Module 3: Profiles, Proposals and Clients

Plan permitted AI assistance

Use fictional data for your first practice task.

Name: _____ Date: _____

Task and permissions

Define the service, output, client AI rules, and information you may use.

Prompt draft

Record goal, context, supplied facts, format, tone, limits, and missing details.

Workflow plan

List planning, skilled work, verification, final review, and delivery steps.

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Check and improve the output

Verify claims with actual sources and the approved brief.

Name: _____ Date: _____

Facts and sources

List claims, source URLs, checks completed, and unresolved questions.

Quality review

Check scope, clarity, names, figures, formatting, permissions, and client fit.

Corrections and final file

Record errors corrected, human edits, and checks on the actual export.

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Reflect and choose the next step

Measure review time as well as drafting time.

Name: _____ Date: _____

Privacy and transparency

Record tool settings checked, permitted inputs, and agreed disclosure.

Time and usefulness

Compare time spent planning, drafting, checking, and editing with manual work.

Next improvement

Choose one change to your prompt or checklist and a date to test it.