

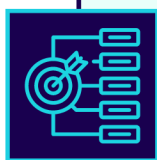
**Clarify:** Clearly define the context, the administrative goal and the specific needs.

**Harness:** Interact with Generative AI to iterate ideas and drafts.

**Adjust:** Modify and tailor AI-generated outputs to fit the independent school context.

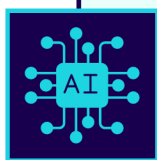
**Review:** Evaluate, sometimes collaboratively, the outputs for accuracy and relevance.

**Track:** Monitor progress and effectiveness over time.



**Clarify :** Define the purpose, goals, and expectations of the administrative task.

- **State the Objective:** Clearly articulate the objective and desired outcomes.
- **Identify Resources:** Determine the resources and data needed to accomplish the task and include them in your prompt.
- **Set Boundaries:** Establish limitations for AI use to ensure alignment with school values.



**Harness:** Leverage generative AI capabilities to support thought partnership and task completion.

- **Define the Partnership:** Explain the role the Generative AI tool will play in this interaction.
- **Generate Initial Content:** Use AI to analyze, draft, report, brainstorm, or create.
- **Interact:** Adjust and refine the outputs received.
- **Question:** Ask the Generative AI tool to help make using it more effective, find errors, or suggest alternatives.
- **Conduct Research:** Utilize AI for research and to gather additional insights.
- **Enhance Workflow:** Identify areas where AI can streamline administrative processes.



**Adjust:** Modify and tailor AI outputs to fit the independent school context.

- **Personalize Outputs:** Train the selected tool to modify initially AI-generated content to better reflect the school's tone and culture.
- **Incorporate Stakeholder Feedback:** Make changes based on feedback from relevant parties.
- **Maintain Compliance:** Ensure material shared with Generative AI and its outputs meet legal and ethical guidelines.



**Review:** Evaluate and refine the results for accuracy and relevance.

- **Check for Errors:** Review AI-generated content for relevance and accuracy.
- **Compare with Standards:** Align content or processes with the institution's standards.
- **Seek Peer Review:** Share the results with a colleague or team for additional feedback.



**Track:** Monitor progress and assess the impact of AI on administrative tasks.

- **Measure Time Savings:** Track the time saved as well as quality or efficiency gains through Generative AI use.
- **Collect Data:** Gather quantitative or qualitative data on the effectiveness of AI.
- **Report Results:** Share the outcomes and identify opportunities for improvement.
- **Collaborate:** Contribute and learn from peers in the professional community about best practices.