



FIELD GUIDE

**RESPONSIBLE AI USE FOR
CLIENT WORK**

TANTA GLOBAL ASSIST

WHAT THIS FIELD GUIDE IS FOR

AI can increase speed, but responsibility never transfers.

This practice focuses on professional accountability when using AI tools.

Clients trust you, not your tools.

Unverified AI output can:

- Introduce errors
- Damage credibility
- Create legal or reputational risk

Core Principles

- AI assists, humans decide
- Verification is non-negotiable
- Speed does not excuse errors
- Accountability always remains with the VA

Common Failure Patterns

- Blindly trusting AI output
- Skipping verification
- Using AI outside scope
- Sharing unreviewed content

Practical Approaches That Actually Work

- Use AI for drafts, not finals
- Verify facts independently
- Edit for tone and accuracy
- Understand what AI cannot do

What This Practice Helps You Do

This practice helps you leverage AI without compromising client trust or professional standards.



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