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How to use AI right

And avoid misusing it

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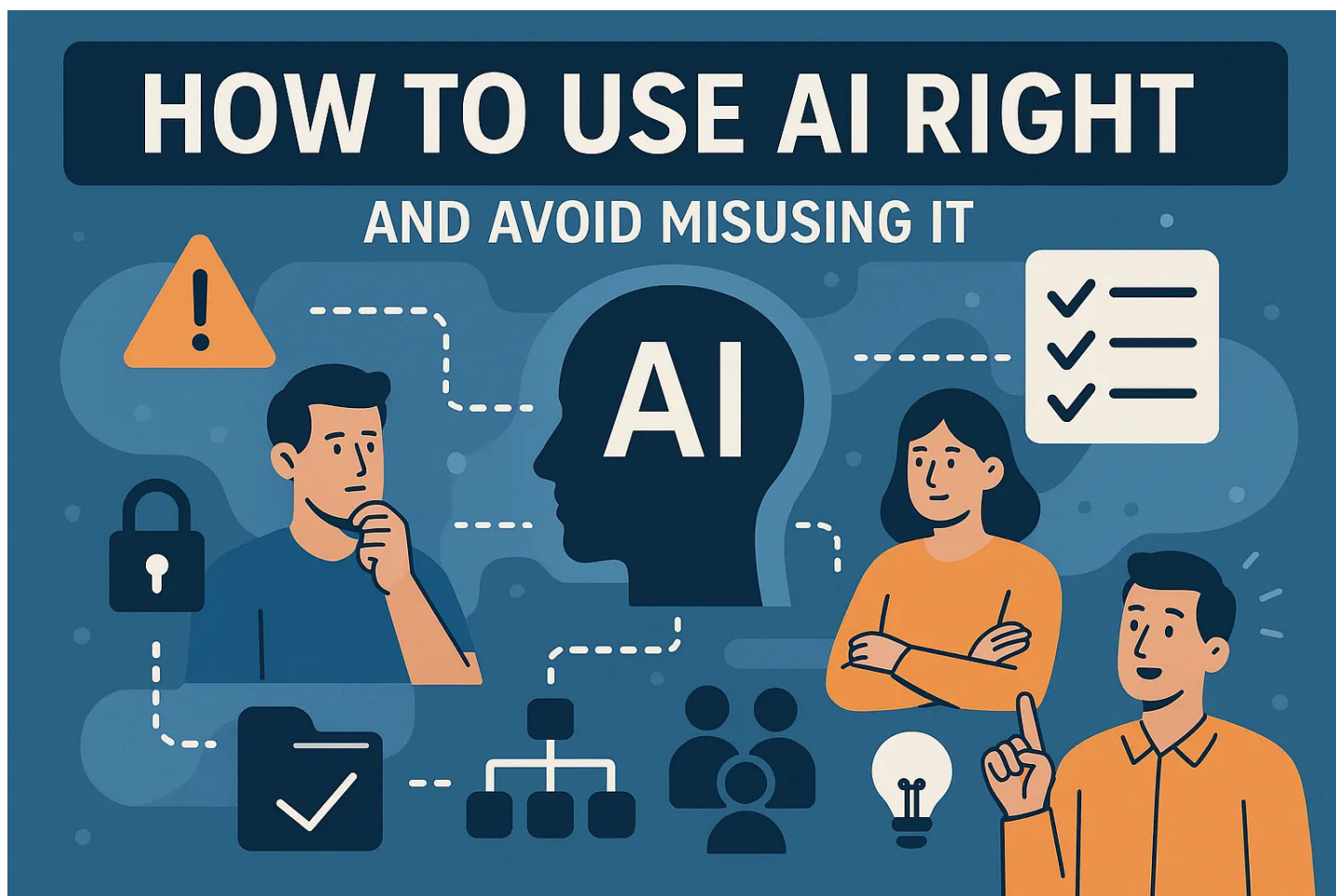
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AI is quickly becoming as indispensable as email once was. The question isn't *if* you should use it, but *whether you know how to use it right*.

When used correctly — with sense and thought — AI is fantastic.

Boost Productivity

If you're a project manager, let AI summarize meeting notes so the team can act faster.

If you're an analyst, use AI to build an Excel model and save days. Then have it create a visualization that spares your colleagues hours of comprehension time.

Let AI prepare presentations that convey your message clearly. Decisions will be quicker, and you'll save hours of PowerPoint design work.

Stay Competitive

Very soon, AI literacy will be essential in almost every job, not only office work.

If you want career mobility in the future, you'll need to master AI. By learning it now, you also keep your organization relevant.

And here's a trick: use AI to learn AI faster. The better you get at it, the more productive you — and your organization — will become.

But: Don't Misuse It

This is the main subject of this article. Here are the key rules to keep in mind:

1. Follow the Rules

Always follow your organization's guidelines. Security and compliance come first. Use only approved AI tools for work.

2. Use AI for the Right Reasons

Not for laziness. Use it where you struggle — structure, grammar, spelling, programming, simplifying presentations, research, learning, and illustrations.

3. Don't Use AI to Appear Competent

AI is a tool for progress, not appearances. What it produces may look impressive — but is it really? Or is it just more work for your colleagues?

4. Right from Me

A Lean principle says: *“Right from me.”* Whatever you hand over should already be correct, reliable, and ready to use. When you use AI, think strategically and with empathy. Your colleagues should benefit, not suffer.

5. Control

AI can fabricate or skew information. You are responsible for checking accuracy — not your colleagues. If you build AI automation, build in control mechanisms. Deliver precise, trustworthy work, or you’ll create inefficiency through rework and extra reviews.

6. Think Process

Everything you deliver moves forward in your organization’s value chain. Utilize AI to enhance quality: clearer texts, more effective diagrams, and deliverables with greater impact. And ensure they improve overall cost efficiency and productivity.

7. KISS

Keep It Short and Simple. Avoid producing lengthy texts or complex diagrams that divert attention. Deliver the minimal, complete, high-value output that the next step in the process truly needs. Ask them what that is.

To Sum Up

Use AI sensibly and with thought. Don’t let it create more work for others or slow down processes.

AI will only make you and your organization stronger if you use it with purpose, discipline, and empathy.

Remember: in a large organization, you’re just an ant in the anthill. But even ants achieve incredible results when they work together in highly organized processes.

Use AI the same way — for collective strength, not individual shortcuts.

About the Author



Gunnar Östberg, Business Transformation Architect, CEO, Business Clarity.

Gunnar is an M.Sc. computer engineer with 40 years of experience in **business and IT-driven transformation**. He has worked with global giants like Ericsson and Scania, as well as nimble high-tech firms. Passionate about sound architectural principles and systems thinking, Gunnar writes to expand perspectives and deepen insight. Through his consultancy, Business Clarity, Gunnar helps organizations evolve ideas into sustainable systems and products, and transform the business through structured, principle-based innovation. His focus areas include pragmatic architecture, business modeling, and delivering real impact.

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