

AI Content Co-Pilot Checklist

Setup Before You Create

- Pick one main AI tool to start with.
- Save 2–3 samples of your writing.
- Write a short note describing your tone and style.
- List words you want to avoid.
- Create a simple prompt framework for your main content type.

Build Your Workflow

- Ask AI to outline your idea.
- Check the outline and adjust key points.
- Have AI draft each section.
- Edit the draft with your own voice.
- Ask AI to tighten sentences or simplify text.

Speed Up Research

- Use quick research tools to pull facts and notes.
- Paste video transcripts into AI for summaries.
- Ask for keyword ideas based on your topic.
- Check SEO difficulty using a free or low-cost tool.

Polish and Improve

- Ask for headline options.
- Test clarity and punch using a headline analyzer.
- Request rewrites for parts that feel stiff.
- Run one pass to check flow and tone.

Repurpose With Ease

- Turn the final draft into social posts.
- Create email versions in different lengths.
- Ask for short captions or ad-style hooks.
- Build a simple lead magnet if the content fits.

Publish and Track

- Schedule your posts for the week.
- Check which topics get the most clicks.
- Save prompts that worked well.
- Build a small library of templates to reuse.