07 Turn the draft into a useful handoff

AI Getting Started | Guide 07 of 09 | About 12 minutes

Continue with the fictional workshop notes from Guide 01 and the update in Guide 03. If starting a new chat, paste those notes first. Use fictional text only. These prompts request drafts, not actions; check tool permissions yourself.

A useful handoff lets another person see the result, its evidence and the decisions still required. A finished draft is not automatically approved to send. Keep human responsibility clear when transferring this method to real work.

Prepare three parts

- The checked invitation, labelled DRAFT and fictional practice.
- The preparation checklist, separating confirmed arrangements from proposed tasks.
- A short review note stating what was checked, what remains unknown and what the reviewer needs to decide.

Try this prompt

Prepare my final rehearsal package: the checked invitation labelled DRAFT; the preparation checklist separating confirmed arrangements from proposed tasks; and a review note of no more than 60 words. State that this is fictional practice. List remaining decisions without inventing owners or contact details. Do not send, schedule, publish or change anything.

Use a human release check

For real work, confirm the intended recipient, purpose, permitted source material and responsible reviewer. Check for promises, deadlines or commitments nobody authorised. Follow the review requirements of the organisation using the output.

Rehearse the reviewer conversation

Ask a colleague, or play the reviewer yourself: “Show me what came from the notes, what you suggested and what you need me to decide.” Answer from the sources and your own checks, without relying on the assistant to reconstruct your reasoning.

Try this prompt

Act as a busy reviewer. Ask me one question at a time about this fictional package, focusing on evidence and open decisions. Do not approve it on anyone’s behalf.

A checked invitation example

> DRAFT | Fictional practice. Join Better Team Handoffs on Thursday 12 November 2026, 10:00 to 10:30 am Brisbane time, in Room Cedar. Jordan, the training coordinator, will facilitate. We will practise a three-step handoff using a made-up example. Bring a notebook; no preparation or real work documents are needed. Please reply to the organiser by Monday 9 November 2026.

Example review note: Logistics checked against the fictional notes and update. Before any real use, confirm that recipients can identify the organiser. Suggested preparation tasks, their owners and their timing still need a human decision.

Complete the handoff check

Confirm that logistics are preserved, no contact details are invented, suggestions are labelled, unknown owners remain visible and the review note records the checks. Nothing should have been sent. When trying a real task, confirm permitted accounts, data and features first; a prompt is not a substitute for controlling tool access.

Your checkpoint

A reviewer can understand the result, its evidence and the next decision in under a minute.

Learning note: What did you decide or correct, and what will you repeat next time?