

Name _____ Class _____ Date _____

DAY 21

When AI squeezes 20 pages into three lines. what does it throw out? — Summarizing

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Put it in order

Try it — Put the steps of a summary in order

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 What's the first thing AI does when it summarizes?

- | | |
|-----------------------------|---------------------------------------|
| ① Scans the whole text once | ② Cuts sentences from the start |
| ③ Reads only the title | ④ Finds similar texts on the internet |

Q2 When you ask for a summary, what changes the result the most?

- | | |
|------------------------------|--|
| ① Writing the request nicely | ② Saying how many lines and who it's for |
| ③ Asking over and over | ④ Using only short sentences |

Q3 What must you do after you get a summary?

- | | |
|-----------------------------|----------------------|
| ① Turn it in right away | ② Measure its length |
| ③ Check it against original | ④ Change the font |

The takeaway in my own words

“Summarizing isn't the skill of shrinking — it's the skill of choosing what to throw out.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 22

Why is 'You're taking my hair' a mistranslation? — Translation

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Before & after

Try it — Word-swap translation vs. meaning translation

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 Why is it wrong to swap 'Me estás tomando el pelo' word by word?

- ① The number of words is different
- ② The grammar is too hard
- ③ An idiom carries one meaning as a whole
- ④ Because 'pelo' is a Spanish word

Q2 What does AI do when it translates '¿Ya comiste?' into English?

- ① Copies the words over as they are
- ② Writes out how it sounds
- ③ Cuts the sentence shorter
- ④ Works out the missing subject 'you' and adds it

Q3 Why is it better to translate a long text all at once?

- ① Nearby lines become evidence
- ② It has more letters
- ③ It translates faster
- ④ It fixes the spelling

The takeaway in my own words

“Swap the words, and you get a sentence. Carry the meaning, and you get understood.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 23

Writing homework: how much do you hand over, and where do you take over? — Writing helper

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Pick one

Try it — This step: hand it over, or do it myself?

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 Which part of a book report should you never hand over?

- | | |
|----------------------------|---------------------------|
| ① Fixing spelling | ② Listing title ideas |
| ③ Making sentences shorter | ④ What I thought about it |

Q2 AI gave you twenty title ideas. What next?

- | | |
|---------------------|--------------------------|
| ① I pick one myself | ② Use the first one |
| ③ Get twenty more | ④ Glue them all together |

Q3 What should you do with numbers for a presentation?

- | | |
|-----------------------------|-----------------------------|
| ① Use the AI's answer as is | ② Check the original source |
| ③ Round them roughly | ④ Leave the numbers out |

The takeaway in my own words

“You can hand over the fixing, but hand over the choosing too, and nothing's left.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 24

If code comes out when you describe it. why doesn't it end there? — Coding

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Put it in order

Try it — The order it takes to get code running

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 AI wrote you some code. Who decides whether it's right?

- ① The result you get when you run it
- ② If AI says it confidently, it's right
- ③ If the code is long, it's right
- ④ No errors means it's definitely right

Q2 When an error pops up, how should you ask AI about it?

- ① Just write 'it doesn't work'
- ② Show it the whole error message
- ③ Delete the code and ask again
- ④ Pass on a summary of the error

Q3 What's the trick for building something big?

- ① Ask for it all at once
- ② Write long code
- ③ Small pieces, one at a time
- ④ Ignore the errors

The takeaway in my own words

“Getting the code is just the start; coding begins the moment you run it.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 25

The more detail you give, the more the picture looks like your idea? — Making pictures

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Probability slider

Try it — How does the result change as your description gets more detailed?

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 How does an image AI make a picture?

- ① It finds a similar picture on the internet
- ② It clears noise from a screen full of dots
- ③ It traces lines a person drew
- ④ It cuts and pastes photos

Q2 Why do you get so many way-off pictures when you only type 'cat'?

- ① AI doesn't know what cats are
- ② The text is too short
- ③ AI decides whatever you didn't specify
- ④ There aren't enough cat pictures

Q3 What if you put in twelve things?

- ① All go in exactly
- ② Colors get darker
- ③ The picture gets bigger
- ④ Some easily get dropped

The takeaway in my own words

“Whatever you don't say, AI decides for you, so start by saying what you want to decide.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 26

How many dots are in one second of video? — Making videos

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Number sense

Try it — How many digits? Guessing one second of video

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 Why is making a video so much heavier than making a picture?

- | | |
|------------------------|--|
| ① It has more colors | ② The screen is bigger |
| ③ It needs sound added | ④ It needs dozens of pictures that all match |

Q2 About how many pictures go into one second of video?

- | | | | |
|------------|-----|-------------|---------------|
| ① About 30 | ② 1 | ③ About 300 | ④ About 3,000 |
|------------|-----|-------------|---------------|

Q3 What do you call one picture in a video?

- | | | | |
|---------|---------|--------------|------------|
| ① Pixel | ② Frame | ③ Resolution | ④ Subtitle |
|---------|---------|--------------|------------|

The takeaway in my own words

“One second of video is thirty pictures, and those thirty have to connect.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 27

How does your phone write down what you say? — Voice

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Split it up

Try it — How "Can you write it down" becomes text — and then sound again

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 What's the first thing AI does when it turns speech into text?

- | | |
|--------------------------------------|--|
| ① Chops it into very short pieces | ② Understands the whole sentence at once |
| ③ Looks the words up in a dictionary | ④ Looks at the speaker's face |

Q2 When two words sound the same, like "write" and "right," how does AI choose?

- | | |
|------------------------------------|--|
| ① It picks whichever was louder | ② It checks which one fits the words around it |
| ③ It always picks the shorter word | ④ It asks a person every time |

Q3 When text is turned into a voice, what comes out at the end?

- | | |
|------------------------|-------------------|
| ① A photo | ② A list of words |
| ③ Air vibration values | ④ A search term |

The takeaway in my own words

"A voice is vibration chopped into tiny pieces, and text is the answer you get by matching each piece with its neighbors."

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 28

Search box vs asking AI: what actually changes? — How is it different from search?

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Before & after

Try it — Same question: search box vs AI

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 What's the biggest difference between search and an AI answer?

- ① How fast they are
- ② Whether you can see where the words came from
- ③ How many words they use
- ④ Whether they work on a phone

Q2 What goes wrong when AI pulls several sources together for you?

- ① The text gets too short
- ② It can never add links
- ③ Sources mix, so you can't trace each line
- ④ It only uses old sources

Q3 AI put a link next to a sentence. So...

- ① It's all correct
- ② The link is decoration
- ③ It always beats search
- ④ Click it and check

The takeaway in my own words

“Search tells you where to go, AI tells you what it is — and checking stays in your hands.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 29

Research for a graded class project: how much can you hand to AI? — Research

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Before & after

Try it — Researching "Why did the stream in our town get so dirty?"

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 What speeds up the most when you research with AI?

- | | |
|--|--|
| ① Checking whether the numbers are right | ② Answering questions when you present |
| ③ The start: search terms and angles | ④ Copying quotes exactly |

Q2 You want to use a sentence from AI's summary in your homework. What do you do?

- | | |
|---------------------|---|
| ① Paste it in as is | ② Ask a friend |
| ③ Make it longer | ④ Find that point again in the original |

Q3 Where should you check numbers and years?

- | | |
|-------------------------|-------------------|
| ① Where first published | ② AI's answer |
| ③ A friend's slides | ④ Any random blog |

The takeaway in my own words

"You can share the finding with AI, but the checking is yours all the way."

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 30

Stuck on a problem: get just the answer, or the steps? — Study helper

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Pick one

Try it — In this situation: answer or steps?

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 What decides whether you get the answer or the steps?

- | | |
|--|---------------------------|
| ① Whether I'll have to do this alone later | ② How long the problem is |
| ③ Which AI it is | ④ How much time is left |

Q2 You've gotten the same type wrong three times. What should you ask for?

- | | |
|-------------------------------|-----------------------------------|
| ① Just the right answer, fast | ② To walk through it line by line |
| ③ A different problem | ④ Just grading |

Q3 What should you do after getting the steps explained?

- | | |
|------------------------------|--------------------------|
| ① Move to the next problem | ② Copy it and hand it in |
| ③ Solve it again, no peeking | ④ Send it to a friend |

The takeaway in my own words

“Problems you'll meet again: get the steps. Problems you won't: get the answer.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 31

Turning 100 survey sheets into a graph: what comes first? — Tables and data

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Put it in order

Try it — From 100 survey sheets to a graph

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 What's the right order for sorting out data?

- ① Graph → table → gather → fix
- ③ Table → graph → gather → fix

- ② Gather → table → fix → graph
- ④ Gather → graph → table → fix

Q2 What rule should you follow when making a table?

- ① Just leave blanks empty
- ③ One entry per row, one value per cell

- ② Fit as much as you can in one cell
- ④ Give columns different names in each row

Q3 Which of these is hard to hand to AI?

- ① Lining it up in a table
- ③ Drawing the graph

- ② Adding up totals
- ④ Noticing mixed-up units

The takeaway in my own words

“The graph is just the last box. It's won or lost in making and fixing the table.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 32

Presentation prep: which parts are AI's. and which are yours? — Preparing a presentation

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Split it up

Try it — Splitting up a 5-minute talk on "Recycling in our class"

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 Which piece is good to hand to AI?

- | | |
|-------------------------|--------------------------------|
| ① Practicing the talk | ② Answering questions |
| ③ Listing outline ideas | ④ Speaking in front of friends |

Q2 Why is it risky to hand over the whole presentation?

- | | |
|-------------------------|--|
| ① The text gets smaller | ② It takes longer |
| ③ The slides get slow | ④ You can't explain sentences you never read |

Q3 What must you do after you get a draft?

- | | |
|-----------------------------|---------------------------|
| ① Check numbers and sources | ② Print it right away |
| ③ Make the font bigger | ④ Pick a background color |

The takeaway in my own words

“Hand off the pieces you can fix, and do the pieces with your name on them yourself.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 33

Why are some answers boring and others off-the-wall? — Coming up with ideas

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Probability slider

Try it — What happens to ideas when you turn the knob up?

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 What has to change for AI to come up with off-the-wall ideas?

- | | |
|------------------------------|---|
| ① Leave the AI on for longer | ② Speed up the internet |
| ③ Write a shorter question | ④ It picks from a wider range of next words |

Q2 What else goes up when you turn the knob up?

- | | |
|------------------------------|----------------------------|
| ① Answers that make no sense | ② Accuracy |
| ③ Calculation speed | ④ The length of the answer |

Q3 What's the trick to using AI in a brainstorm?

- | | |
|--------------------------|----------------------------|
| ① Trust the first answer | ② Generate lots, then pick |
| ③ Ask only once | ④ Set the knob to 0 |

The takeaway in my own words

“Turn the knob up and your ideas get wider, but the picking is still up to you.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 34

You've got a big job: where do you even start? — Making a plan

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Put it in order

Try it — Tap the four boxes in order

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 What should you decide first when you make a plan?

- | | |
|------------------|------------------------------|
| ① The to-do list | ② The goal you have to reach |
| ③ The deadline | ④ Which friend to work with |

Q2 Which is a better request when you have AI make a plan?

- ① Just handle all of it
- ② Just tell me the answer
- ③ Give goal and limits, ask it to break it down
- ④ Wait without saying anything

Q3 What does the "check" box do in a plan?

- | | |
|----------------------------|--------------------------|
| ① Adds more work | ② Erases the goal |
| ③ Pushes back the deadline | ④ Catches problems early |

The takeaway in my own words

“Planning isn't knowing the right answer — it's breaking a big lump into small pieces.”

Rewrite this line in your own words.

Name _____ Class _____ Date _____

DAY 35

If it can finish a job on its own, how much can you hand it? — Handing over a whole task

1 · Think first

Before the lesson, write down what you think the answer is.

2 · Experiment · Pick one

Try it — Can you hand this whole job off?

What did you change in the experiment, and what happened?

3 · Quiz

Circle the right answer.

Q1 How is an agent different from a regular chatbot?

- ① It talks more nicely
- ② It works without the internet
- ③ It uses tools on its own to take many steps
- ④ It can draw pictures too

Q2 What decides whether you can hand a job off?

- ① How long the job is
- ② How many words it has
- ③ How fast the AI is
- ④ Whether you can undo it if it goes wrong

Q3 What about sending money from an account?

- ① A person checks it
- ② Hand it all over
- ③ Have AI do it twice
- ④ Fix it later

The takeaway in my own words

“If you can undo it, hand it off; if you can't, look at it yourself.”

Rewrite this line in your own words.

Answer key · Part 3: What It Can Do

DAY 21 · When AI squeezes 20 pages into three lines, what does it throw out? — Summarizing

Q1 · Answer ① Scans the whole text once

You need to see the whole thing to compare what matters. Read only the beginning and cut, and you miss the conclusion at the end entirely.

Q2 · Answer ② Saying how many lines and who it's for

Length and reader are your 'standard for what to drop.' Without one, AI decides on its own, and you don't get the summary you wanted.

Q3 · Answer ③ Check it against original

The last step rewrites things in its own words, so words that weren't in the original can slip in. A summary isn't done until you've checked it.

Today in one line · Summarizing isn't the skill of shrinking — it's the skill of choosing what to throw out.

DAY 22 · Why is 'You're taking my hair' a mistranslation? — Translation

Q1 · Answer ③ An idiom carries one meaning as a whole

An idiom isn't the sum of its words — the whole chunk carries one meaning. So no matter how exactly you swap the words, the meaning doesn't come through.

Q2 · Answer ④ Works out the missing subject 'you' and adds it

Spanish often leaves out the subject. To fill in a word that isn't in the original, you have to see what situation the whole sentence is about — something swapping can't do.

Q3 · Answer ① Nearby lines become evidence

A word with several meanings, like 'banco,' can only be chosen by looking at the sentences around it. Toss in just one sentence, and AI will always give the same answer too.

Today in one line · Swap the words, and you get a sentence. Carry the meaning, and you get understood.

DAY 23 · Writing homework: how much do you hand over, and where do you take over? — Writing helper

Q1 · Answer ④ What I thought about it

Your thoughts are material only you have. Hand that part over, and it turns into a book description instead of a book report — and readers notice fast.

Q2 · Answer ① I pick one myself

Hand over the laying out, do the picking yourself. The moment you pick, that title becomes your judgment.

Q3 · Answer ② Check the original source

AI can make up believable-sounding numbers. Find whoever first published the number, like a survey group, check it there, and write down the source.

Today in one line · You can hand over the fixing, but hand over the choosing too, and nothing's left.

DAY 24 · If code comes out when you describe it, why doesn't it end there? — Coding

Q1 · Answer ① The result you get when you run it

Code that looks believable and code that runs are two different things. Whether the computer runs it and gives the result you wanted is the only referee.

Q2 · Answer ② Show it the whole error message

The error message says which line it stopped on and why. Shorten it, and those clues disappear.

Q3 · Answer ③ Small pieces, one at a time

Run and check each piece, and you see the broken spot right away. Ask for it all at once, and the cause hides inside long code.

Today in one line · Getting the code is just the start; coding begins the moment you run it.

DAY 25 · The more detail you give, the more the picture looks like your idea? — Making pictures

Q1 · Answer ② It clears noise from a screen full of dots

It starts from random noise and, step by step, clears it away in the direction that gets closer to the description. It's not grabbing a picture from somewhere.

Q2 · Answer ③ AI decides whatever you didn't specify

If you don't say the color, place, time or mood, AI fills those blanks with the most common choice. And the cat in your head isn't a common cat.

Q3 · Answer ④ Some easily get dropped

Detailed isn't the same as greedy. Put the three or four most important things in first and add the rest next round — the results are better.

Today in one line · Whatever you don't say, AI decides for you, so start by saying what you want to decide.

DAY 26 · How many dots are in one second of video? — Making videos

Q1 · Answer ④ It needs dozens of pictures that all match

One second alone needs about thirty pictures, and they have to connect. There's a lot to make, but "matching" them is the harder part.

Q2 · Answer ① About 30

Phone videos have 30 per second, movies about 24. That's why one second balloons to 62.2 million dots.

Q3 · Answer ② Frame

One picture is a frame, and one dot inside it is a pixel. 30 frames per second, 2.07 million pixels per frame.

Today in one line · One second of video is thirty pictures, and those thirty have to connect.

DAY 27 · How does your phone write down what you say? — Voice

Q1 · Answer ① Chops it into very short pieces

It writes the sound down as numbers 16,000 times a second and sweeps over it in 25-millisecond pieces. Chopping it up is what lets similar sounds be told apart.

Q2 · Answer ② It checks which one fits the words around it

One piece is only a pitch pattern. The word gets settled by checking what fits with its neighbors. That's why names it's never heard often come out wrong.

Q3 · Answer ③ Air vibration values

It makes a pitch pattern from the text, then stamps out vibration values thousands of times a second and sends them to the speaker. It's writing-it-down run backwards.

Today in one line · A voice is vibration chopped into tiny pieces, and text is the answer you get by matching each piece with its neighbors.

DAY 28 · Search box vs asking AI: what actually changes? — How is it different from search?

Q1 · Answer ② Whether you can see where the words came from

Search gives you a list of places to go, so the sources stay in plain view. AI gives you one chunk of sentences — easier, but where the words came from disappears.

Q2 · Answer ③ Sources mix, so you can't trace each line

It melts many pages into one chunk, so if just one line is wrong, it's hard to pick out that line. That's why you need to check.

Q3 · Answer ④ Click it and check

In a 2023 study, only 51.5% of sentences were fully backed by their links. A link doesn't mean it's right, so you have to click and see.

Today in one line · Search tells you where to go, AI tells you what it is — and checking stays in your hands.

DAY 29 · Research for a graded class project: how much can you hand to AI? — Research

Q1 · Answer ③ The start: search terms and angles

When you don't know what to look for, it quickly lays out angles and outline ideas. Mistakes here get filtered out in the next step, so they cost little.

Q2 · Answer ④ Find that point again in the original

Words that weren't in the original can slip in while it shortens things. If you can't find a sentence in the original, take it out.

Q3 · Answer ① Where first published

Numbers that get passed along can change on the way. Check statistics with whoever published them, and quotes in the book itself.

Today in one line · You can share the finding with AI, but the checking is yours all the way.

DAY 30 · Stuck on a problem: get just the answer, or the steps? — Study helper

Q1 · Answer ① Whether I'll have to do this alone later

If AI won't be there with you tomorrow, what you need isn't the answer — it's steps that stick in your head. But if you only need to grade something, the answer is enough.

Q2 · Answer ② To walk through it line by line

Getting it wrong three times is a sign that something in the middle is missing. Seeing the answer won't fill that gap.

Q3 · Answer ③ Solve it again, no peeking

Reading an explanation isn't the same as being able to solve it. Solve it once more without looking, and then it's yours.

Today in one line · Problems you'll meet again: get the steps. Problems you won't: get the answer.

DAY 31 · Turning 100 survey sheets into a graph: what comes first? — Tables and data

Q1 · Answer ② Gather → table → fix → graph

Line it up in a table, then fix it — that's when you can see what's missing. A graph drawn before fixing is pretty, but it's a wrong picture.

Q2 · Answer ③ One entry per row, one value per cell

Once a cell holds two values, calculating gets stuck. Write blanks down as something like "No answer" so they can be counted later.

Q3 · Answer ④ Noticing mixed-up units

You gathered the data, so you know best which rows are in centimeters and which are in meters. AI is fast at lining things up and calculating.

Today in one line · The graph is just the last box. It's won or lost in making and fixing the table.

DAY 32 · Presentation prep: which parts are AI's, and which are yours? — Preparing a presentation

Q1 · Answer ③ Listing outline ideas

Like outline ideas or source summaries, it's a piece you can fix if it's wrong. You save time here and spend it on practice.

Q2 · Answer ④ You can't explain sentences you never read

The sentences sound great, but it falls apart after one question. You're the one standing up there, and the questions come to you.

Q3 · Answer ① Check numbers and sources

Wrong numbers stay under your name too. Check numbers where they were first published and quotes in the original, and write down your sources.

Today in one line · Hand off the pieces you can fix, and do the pieces with your name on them yourself.

DAY 33 · Why are some answers boring and others off-the-wall? — Coming up with ideas

Q1 · Answer ④ It picks from a wider range of next words

AI picks the next word by probability. Grab only the likely ones and it's boring; grab unlikely ones too and it gets off-the-wall. The knob that sets that range is "temperature."

Q2 · Answer ① Answers that make no sense

As you saw in the experiment, near 100 both the off-the-wall ideas and the ones you'll toss go up. No knob gives you creativity for free.

Q3 · Answer ② Generate lots, then pick

The key is to ask the same question several times, generate widely, and then pick. AI is great at making lots of options; you're better at choosing.

Today in one line · Turn the knob up and your ideas get wider, but the picking is still up to you.

DAY 34 · You've got a big job: where do you even start? — Making a plan

Q1 · Answer ② The goal you have to reach

Without a goal, you can't even tell what to split up. The list and the dates come after the goal is set.

Q2 · Answer ③ Give goal and limits, ask it to break it down

Without limits, AI makes up any plan that sounds good. Tell it how much time you have, how much work it is, and what you can do, and you get a plan you can actually use.

Q3 · Answer ④ Catches problems early

Checking doesn't add work — it buys you time to undo mistakes. Find out on the last day and there's no time left to fix things.

Today in one line · Planning isn't knowing the right answer — it's breaking a big lump into small pieces.

DAY 35 · If it can finish a job on its own, how much can you hand it? — Handing over a whole task

Q1 · Answer ③ It uses tools on its own to take many steps

A chatbot is done once you ask and it answers. An agent just takes a goal and keeps searching, acting and retrying on its own. That's why people talk about "handing over the whole task."

Q2 · Answer ④ Whether you can undo it if it goes wrong

It's not length or speed — it's whether you can undo it. You can undo file names; you can't undo money you've sent or a report you've handed in.

Q3 · Answer ① A person checks it

Having it do the job twice doesn't make it safe. For things you can't undo, put in a step where a person looks right before it happens.

Today in one line · If you can undo it, hand it off; if you can't, look at it yourself.