modus.

FREE GUIDE · AI 100 · BONUS

The AI you're already using, without knowing it

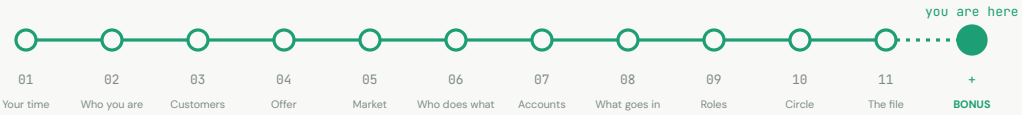
Your team is already using AI, and so are the apps you pay for. Find all of it, check it against what the vendors publish, and know what to stop first.

A STEP-BY-STEP PACK FOR OWNERS
FIVE PROMPTS · NOTHING SENT TO US · NOTHING TO PAY

MODUSCONSULT.CA

WHY THIS PIECE

"We don't use AI."



> *If you rewrite an email in an AI, that email is in that AI.*

Then ask the team

Ask an owner if his business uses AI and that's often the answer. Then ask the team how they wrote the last customer email. Someone says: I did it with ChatGPT. On their own account, on their phone, because they wanted a quick answer. Nobody did anything wrong on purpose. They wanted to help. But if it's outside your business, it isn't in anything that protects it.

It's already in the tools you pay for

A lot of apps have AI in them now, and most owners don't know which ones, or where those apps keep what goes in. Most software agreements say the terms can change at any time. Not every change comes with an email.

Usually small. Not always.

Most of the time, it's a rewritten email. We've also seen it go as far as a hospital in the United States: someone wanting to help a patient, which is normal, pasted the patient's information into a public AI.

This one's a bonus

AI 100 was ten pieces and the file that ties them together. We added this one because once your business is written down, the next question is what's already running inside it. It's a small version of the AI governance work we do with clients. Not the whole thing, but a lot better than nothing, and everything in it works on its own.

TWO WAYS TO DO THIS

Two ways to do this.

You can ask an assistant, "what AI tools are safe for my business?" You'll get a confident list in seconds, about tools you may not use, at plans you're not on, from terms it remembers from last year.

Or start from these. Stop the leak first. List what you actually have, from you and your team. Check each tool against its vendor's own pages, at your plan, with the date. Sort what goes in: stop, fix, fine, or unknown. You confirm every call.

Nothing here is sent to us. Everything stays in your assistant and your folder.

CONTENTS

01	Why this piece	02
02	Have this in front of you first	04
03	Check what you're on	05
04	The rules every prompt starts with	06
05	Prompt 01 · The notice	07
06	Prompt 02 · Your list	08
07	Prompt 03 · Your team	09
08	Prompt 04 · The check	10
09	Prompt 05 · What to fix, and section 12	11
10	One flow, found	12
11	When you see the list	12
12	What the assistant can't do here	13
13	What the full version adds	14
14	Where the files go	15
15	That's AI 100	15

HAVE THIS IN FRONT OF YOU FIRST

Have this in front of you first.

Your accounts.

our-accounts.md from Who controls your accounts, if you did it. Otherwise, a list of the software and subscriptions you pay for. Names only: a card statement works, but never paste account numbers.

What goes into AI and what never does.

open-and-closed.md from What goes into AI, if you did it. Without it, the check uses the default: customers' and employees' personal information.

Your file, if you have it.

README.md from The file. This piece fills its section 12.

RUNNING ORDER

01 (10 min): the notice. Send it this week.

02 (20 min): your list.

03 (a few days): your team. One-on-ones, a form, or an anonymous sheet.

04 (30 to 60 min): the check. Works best with an assistant that can open web pages. If yours can't, it marks its answers NOT CHECKED.

05 (20 min): what to fix, and section 12 of your file.

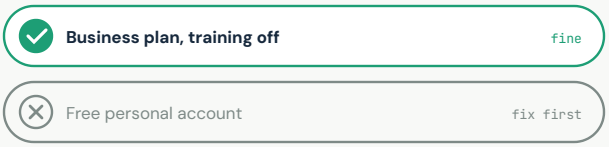
Haven't done the other pieces? This one runs on its own: it needs only your list and your team. Piece 8 sharpens the sort; piece 11 gives it a place to live.

BEFORE YOU START

Check what you're on.

Paying for it isn't the same as a business account. On a personal plan, even a paid one, what you type can be used to train the model unless you turn that off in the settings. Business plans aren't used for training by default. A lot of owners think the monthly fee bought them that. It didn't.

Use a business account where your conversations aren't used to train the model. **Claude, ChatGPT, Gemini and Copilot all work for this, set up properly:** a business plan, or training turned off in the settings. This guide assumes everyone on the team is on an account the business chose.



> **If security is your biggest concern, go with Copilot.** Signed in with your Microsoft 365 work account, what you type stays under your company's Microsoft agreement and isn't used for training. For a business already on Microsoft, it's the tightest setup of the four.

What stays out of this chat

FINE TO USE	KEEP OUT OF THE CHAT
Tool names, plans, which account	Passwords, codes, login emails (piece 7)
Roles, as in the earlier pieces	A customer's full name, address or phone number
The kind of information that went in ("a customer's address")	The information itself, or anything under Never in your open-and-closed.md (piece 8)

Not legal advice. Your assistant can tell you what a vendor's page says, and when it read it. It can't tell you whether something is legal. Anything that sounds like a legal question goes under For the lawyer.

PROMPT 00

The rules every prompt starts with.

Every prompt in this pack already contains this block, so you can paste any one of them on its own. It's printed here once so you know why each line is there.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form:
you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that
happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is
worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a
figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a
good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it,
and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You're helping me find the AI already running in my business. Nobody who used it is in trouble for what they did
before. Don't write anything that blames a person; write roles, not names.
- When you tell me what a tool does with data, open the vendor's own page in this conversation if you can, and give me
the page and today's date. If you can't open pages, say so, give me your best answer, and mark it NOT CHECKED. If the
page doesn't say, write UNKNOWN. Never present an answer you didn't read on the vendor's page as checked.
- Never tell me a tool is legal, illegal, compliant, safe or unsafe. Tell me what its page says it does with what goes
in.
- Never recommend another tool. If a job needs a different tool, write "choose a tool for [job]" and leave it for my AI
circle (piece 10).
- Never grade me. Count, don't score. Never tell me what a normal count is, or that mine is high or low.
- Never suggest what should happen to a person who breaks a rule. That's mine to say.
- You are not my lawyer or my IT provider. Anything about the law goes under For the lawyer, as a question. Anything
about security settings or monitoring goes under For IT.
- Stay in this piece. Don't rewrite my other files, don't add new rules about what may go into AI.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file.
Then list what's missing and what I should verify.
```

Why "nobody is in trouble". The register is only as good as what people tell you. The past is the inventory. The rule starts on the notice's date.

Why "the vendor's own page, dated". An assistant answering from memory sounds just as sure when it's wrong. NOT CHECKED and UNKNOWN are honest answers. A guess dressed up as a fact isn't.

PROMPT 01 · TIME: ABOUT 10 MINUTES

The notice

What stops, from when, and the rule after that. Send it this week. It's the quickest thing you can fix.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you
ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that
happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth
more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good
customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and
remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You're helping me find the AI already running in my business. Nobody who used it is in trouble for what they did before.
Don't write anything that blames a person; write roles, not names.
- When you tell me what a tool does with data, open the vendor's own page in this conversation if you can, and give me the
page and today's date. If you can't open pages, say so, give me your best answer, and mark it NOT CHECKED. If the page doesn't
say, write UNKNOWN. Never present an answer you didn't read on the vendor's page as checked.
- Never tell me a tool is legal, illegal, compliant, safe or unsafe. Tell me what its page says it does with what goes in.
- Never recommend another tool. If a job needs a different tool, write "choose a tool for [job]" and leave it for my AI circle
(piece 10).
- Never grade me. Count, don't score. Never tell me what a normal count is, or that mine is high or low.
- Never suggest what should happen to a person who breaks a rule. That's mine to say.
- You are not my lawyer or my IT provider. Anything about the law goes under For the lawyer, as a question. Anything about
security settings or monitoring goes under For IT.
- Stay in this piece. Don't rewrite my other files, don't add new rules about what may go into AI.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list
what's missing and what I should verify.

Help me write a short notice to my team. Ask me, one at a time:

1. From what date does it apply?
2. While we look, what's still allowed? If I did piece 8, read me my Open column and ask if it stands. If I didn't, the
default is: no AI for anything work-related, except tools the business pays for and has already approved.
3. If someone uses outside AI for work after that date, what happens? Write my answer in my words. If I'm not sure, write:
"the same as breaking any other rule here."

Then write the notice, in the voice in my README.md if I have one, plain otherwise. Under 150 words. It says, in this order:
- From [date], no outside AI for anything work-related: no personal accounts, no free tools we haven't approved, not even to
rewrite an email. If it's outside the business, it isn't protected.
- What's still allowed meanwhile.
- Before then, tell me what you've used. Nobody is in trouble for what came before. I need the real picture.
- From [date], this is a rule like any other: [my answer to 3].
- Over the next few days I'll ask each of you which tools you use.

Output: the-notice.md. I send it myself.
```

> **Why first.** The list only works if people tell you the truth. That's why the notice says nobody's in trouble for what came before, and why the rule has teeth from the date on.

Document: **the-notice.md** (builds)

PROMPT 02 · TIME: ABOUT 20 MINUTES

Your list

Everything you pay for, the plan, the account, who uses it and for what. Then the tools people forget. Nothing is checked online yet.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You're helping me find the AI already running in my business. Nobody who used it is in trouble for what they did before. Don't write anything that blames a person; write roles, not names.
- When you tell me what a tool does with data, open the vendor's own page in this conversation if you can, and give me the page and today's date. If you can't open pages, say so, give me your best answer, and mark it NOT CHECKED. If the page doesn't say, write UNKNOWN. Never present an answer you didn't read on the vendor's page as checked.
- Never tell me a tool is legal, illegal, compliant, safe or unsafe. Tell me what its page says it does with what goes in.
- Never recommend another tool. If a job needs a different tool, write "choose a tool for [job]" and leave it for my AI circle (piece 10).
- Never grade me. Count, don't score. Never tell me what a normal count is, or that mine is high or low.
- Never suggest what should happen to a person who breaks a rule. That's mine to say.
- You are not my lawyer or my IT provider. Anything about the law goes under For the lawyer, as a question. Anything about security settings or monitoring goes under For IT.
- Stay in this piece. Don't rewrite my other files, don't add new rules about what may go into AI.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list what's missing and what I should verify.

Build the first draft of my AI register from what I know. Don't check anything online yet.

1. What I pay for. I'm giving you our-accounts.md (piece 7) or my list of subscriptions. For each tool: exact name, plan (free, or which paid plan), company or personal account, who uses it (by role), for what. If I don't know the plan, write UNKNOWN.
2. The ones people forget. Ask me about each of these, one at a time, and add what I name: my email and office suite, and which plan · meeting and video tools, and anything that joins calls to take notes · design and photo tools · writing, spelling and translation tools · phone and messaging apps used for work · our quoting, scheduling, accounting or customer software · a chat on our website · the assistant on my own phone.
3. For each tool, ask me: does it have AI features, as far as I know? Yes, no, or I don't know. Don't answer for me.

Output: ai-register.md, draft. Mark every row "source: owner".
```

Start from what you pay for. Piece 7 already listed your accounts. Most of the AI you don't know about lives in a tool you do know about.

Document: **ai-register.md** (starts)

PROMPT 03 · TIME: 10 MINUTES TO PREPARE, A FEW DAYS TO RUN

Your team

Five plain questions, asked the way that fits your shop: one-on-one, a form, or an anonymous sheet. Whatever wasn't on your list is what you didn't know about.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You're helping me find the AI already running in my business. Nobody who used it is in trouble for what they did before. Don't write anything that blames a person; write roles, not names.
- When you tell me what a tool does with data, open the vendor's own page in this conversation if you can, and give me the page and today's date. If you can't open pages, say so, give me your best answer, and mark it NOT CHECKED. If the page doesn't say, write UNKNOWN. Never present an answer you didn't read on the vendor's page as checked.
- Never tell me a tool is legal, illegal, compliant, safe or unsafe. Tell me what its page says it does with what goes in.
- Never recommend another tool. If a job needs a different tool, write "choose a tool for [job]" and leave it for my AI circle (piece 10).
- Never grade me. Count, don't score. Never tell me what a normal count is, or that mine is high or low.
- Never suggest what should happen to a person who breaks a rule. That's mine to say.
- You are not my lawyer or my IT provider. Anything about the law goes under For the lawyer, as a question. Anything about security settings or monitoring goes under For IT.
- Stay in this piece. Don't rewrite my other files, don't add new rules about what may go into AI.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list what's missing and what I should verify.

I need to ask my team which AI they use. Ask me how I want to do it:
- One-on-one (the default): write me a one-page sheet to bring to each conversation.
- A form: write the questions as a short form I can send.
- An anonymous sheet: same questions, no name field, for when people might not tell me face to face.

The questions, in plain words, for whichever I pick:
1. Which AI do you use for work, even once? Name it exactly: the app, the website, the feature.
2. On which account, yours or the company's? On which device?
3. What do you use it for?
4. What goes in? Customer names or emails, photos, quotes, contracts, anything about a coworker, anything on our never list. Tell me the kind of information, not the information itself.
5. Has anything ever gone somewhere it shouldn't, even something small?

Start the sheet or form with: "Nobody is in trouble for anything you used before [the notice's date]. I need the real picture."

When I come back with the answers, add each tool to ai-register.md with "source: team" and the role, not the name. Any tool that wasn't already on my list: mark it "didn't know". Anything from question 5: write the kind of thing that happened, no names, for prompt 05.
```

Which way to ask. One-on-one works best: people tell you more across a table than on a form. A form works when everyone uses different tools. If trust is low, use the anonymous sheet. Set up properly, nobody should be ashamed of this. You know your culture better than we do.

Document: **ai-register.md** (adds to)

PROMPT 04 · TIME: 30 TO 60 MINUTES

The check

Each tool against its vendor's own pages, at your plan, dated. Then every flow sorted. You confirm each one.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You're helping me find the AI already running in my business. Nobody who used it is in trouble for what they did before. Don't write anything that blames a person; write roles, not names.
- When you tell me what a tool does with data, open the vendor's own page in this conversation if you can, and give me the page and today's date. If you can't open pages, say so, give me your best answer, and mark it NOT CHECKED. If the page doesn't say, write UNKNOWN. Never present an answer you didn't read on the vendor's page as checked.
- Never tell me a tool is legal, illegal, compliant, safe or unsafe. Tell me what its page says it does with what goes in.
- Never recommend another tool. If a job needs a different tool, write "choose a tool for [job]" and leave it for my AI circle (piece 10).
- Never grade me. Count, don't score. Never tell me what a normal count is, or that mine is high or low.
- Never suggest what should happen to a person who breaks a rule. That's mine to say.
- You are not my lawyer or my IT provider. Anything about the law goes under For the lawyer, as a question. Anything about security settings or monitoring goes under For IT.
- Stay in this piece. Don't rewrite my other files, don't add new rules about what may go into AI.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list what's missing and what I should verify.

First, ask me if I know whether you can open web pages in this chat. If I don't know, try one vendor page and tell me if it worked. If you can't, do your best, mark each answer NOT CHECKED, and end with: "These weren't checked against the vendors' own pages. Look them up from the list below, or ask Modus to check them with you."

Go through every tool in ai-register.md, at the plan and account in the row. For each one, open the vendor's own pages (terms, privacy policy, help pages, data processing terms) and tell me:
1. Does it have AI features? Are they on by default at this plan?
2. At this plan, is what goes in used to train their AI? If there's a setting to turn that off, what is it called on their page?
3. Where is it stored or processed (which country), and does the page list who else processes it?
4. The page you read and today's date. If a page doesn't answer, write UNKNOWN and list the page for me.

Then sort every flow (role → kind of information → tool, plan, account), and read me each one with the reason:
- Stop: anything under Never in my open-and-closed.md going into a tool not on my Open list; or a customer's or employee's personal information going into a personal account, or into a tool whose page doesn't say whether it trains or where it stores.
- Fix: the right tool on the wrong plan or account; an AI feature that's on and nobody decided on; a page that says it may train, with a setting to turn off.
- Fine: nothing that identifies anyone; or a company account on a plan whose page says what goes in isn't used for training, and says where it's stored.
- Unknown: I don't know the plan, or the page doesn't answer.
A NOT CHECKED answer can make a flow stop, fix or unknown, never fine.
After each one, ask me: does that stand? Write my call. Give every tool a re-check date three months from today.

Output: ai-register.md, complete. Line 1:
AI in use: x tools (y I didn't know about) · stop: a · fix: b · fine: c · unknown: d · checked: (today's date)
Don't comment on the count. Write it and stop.
```

> **Why the vendor's own page.** From memory, an AI tells you what a tool did last year. Terms change without an email. A dated page is the answer worth writing down.

Document: **ai-register.md** (finishes)

PROMPT 05 · TIME: ABOUT 20 MINUTES

What to fix, and section 12

Stops first, with a name and a date. Then fixes, then unknowns. The count goes into section 12 of your file, and every tool gets a re-check date.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You're helping me find the AI already running in my business. Nobody who used it is in trouble for what they did before. Don't write anything that blames a person; write roles, not names.
- When you tell me what a tool does with data, open the vendor's own page in this conversation if you can, and give me the page and today's date. If you can't open pages, say so, give me your best answer, and mark it NOT CHECKED. If the page doesn't say, write UNKNOWN. Never present an answer you didn't read on the vendor's page as checked.
- Never tell me a tool is legal, illegal, compliant, safe or unsafe. Tell me what its page says it does with what goes in.
- Never recommend another tool. If a job needs a different tool, write "choose a tool for [job]" and leave it for my AI circle (piece 10).
- Never grade me. Count, don't score. Never tell me what a normal count is, or that mine is high or low.
- Never suggest what should happen to a person who breaks a rule. That's mine to say.
- You are not my lawyer or my IT provider. Anything about the law goes under For the lawyer, as a question. Anything about security settings or monitoring goes under For IT.
- Stay in this piece. Don't rewrite my other files, don't add new rules about what may go into AI.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list what's missing and what I should verify.

Using ai-register.md, write what-to-fix.md:
1. Stop, first. For each: what stops, who has to know, by when. Ask me who owns it.
2. Fix. For each: what changes (company account instead of personal, a different plan, a feature turned off or decided on, a setting changed), who does it, by when.
3. Unknown. For each: what we need to find out, and who asks the vendor or looks it up.
4. What happened (from my team's answers to question 5): the kind of thing, and what we do so it doesn't happen again. No names.
5. For the lawyer and For IT: the questions, as I'd ask them.

Then, if I have a README.md (piece 11), fill section 12, "The AI already running in the business," with: the count line, a link to ai-register.md, and this rule: "A new AI tool goes on the register, and to the circle, before anyone uses it for work."

Last, add to the end of ai-register.md when we check again:
- every three months, each tool, against its page;
- whenever a vendor emails us about new terms;
- whenever someone new starts: the five questions from prompt 03.

Output: what-to-fix.md, section 12 of README.md, the re-check list.
```

> **Stops first, this week.** Fixes can take a month. Unknowns get answered as you find them. If a stop needs a different tool, that's a decision for your AI circle, not for the assistant.

Document: **what-to-fix.md** (builds)

ONE FLOW, FOUND

"It's faster."

An example: a renovation contractor, eight people. The owner's list had four tools. The team's answers added three. The office manager, one-on-one:

> *I rewrite the replies to complaints on my phone. My own account. It's faster.*
>
> THE OFFICE MANAGER

What went in: the customer's name and address, and the complaint. In prompt 04, the assistant reads that tool's page for that plan: what goes in can be used for training unless a setting is turned off. It reads it back:

```
Office manager → customer name, address, complaint → [tool], free plan, personal account.
Personal information, personal account: stop. Does that stand?
```

> *Yes. Stop today. She can use the company's account once we've decided on one.*
>
> THE OWNER

what-to-fix.md, row 1

STOP	OWNER	BY	NEXT
Complaint replies in a personal account	Office manager	Today	Choose a tool for customer replies (circle, this month)

```
AI in use: 7 tools (3 I didn't know about) · stop: 1 · fix: 3 · fine: 2 · unknown: 1
```

> Nobody's in trouble. She told the truth, and now it's on the list.

WHEN YOU SEE THE LIST

When you see the list.

Don't panic.
Every business has this, and it will for a while. Leaks are normal. They're not good, but they're normal. Unless you shut everything down, part of working today is being able to react to it.

Don't blame the team.
They told you. That's the point of the notice. The list is the past; the rule is from now on.

Do act on it.
Normal doesn't mean leave it. Stops this week, fixes this month, unknowns as you find them. You should come out of this focused, with a plan.

WHAT THE ASSISTANT CAN'T DO HERE

What the assistant can't do here.

It can't see what your team doesn't tell you.
The register is as good as the answers. That's why the notice comes first.

It can't read a page it can't open.
It does its best and marks it NOT CHECKED. You, someone on your team, or we look it up.

It can't tell you what's legal.
It tells you what the vendor's page says, and when it read it.

It can't keep up on its own.
Terms change. The re-check dates are how you keep up.

It can't find what an expert would.
This runs on what you and your team know and what vendors publish. Someone who does this live, with your team in the room, finds more.

It can't decide for you.
Which tool to use instead, and what a broken rule costs someone, are yours and your circle's. Not the assistant's.

WHEN TO CHECK AGAIN

When to check again.

Every three months.
Each tool, against its page. Terms move faster than the rest of your file.

When a vendor emails you.
New terms, a new AI feature, a new plan: check that row the same week.

When someone new starts.
The five questions from prompt 03, in their first week.

> **A new tool goes on the register first.** Before anyone uses it for work. Your AI circle decides on it, and the register gets its row, its page and its date.

A TASTE OF THE REAL THING

What the full version adds.

This guide gets you a notice, a register, and a list of what to fix. That's a real start. It's also the part someone without any background in this can do. Here's what we do when we do it with you.

We talk to your team.
In person, one at a time. People tell someone from outside things they won't put on a form.

We check every tool at your plan,
against the privacy and language rules that apply to you, and tell you what each one means for your business.

You make the calls in one session.
What's allowed, what never goes in, who decides on a new tool. We bring the drafts; you decide.

A policy and a register in your words,
not a template with your name on it, ready for your lawyer to check.

Your team is trained and signs off.
Everyone, with a record of who.

Then we keep watch, every month.
New tools vetted, terms re-checked when vendors change them, new hires brought up to speed.

Talk to us.

If you ran this and want someone who does it live to find what you can't see, that's the work we do. Call 1 877 654-1877, or book a time.

modusconsult.ca/en/#contact

WHERE THE FILES GO

Where the files go.

One new folder, and section 12 of your file is filled.

```
my-business/
  README.md          ← The file.
                       Section 12 is filled now
  conflicts.md
  01-your-week/
  ...
  10-circle/
  12-ai-in-use/
    the-notice.md    ← What you sent the team
    ai-register.md   ← Every tool, checked, dated.
                       The count on line one
    what-to-fix.md   ← Stops, fixes, unknowns
  archive/
  workflows/         ← AI 101 and 102 build here
```

THAT'S AI 100

That's AI 100.

What you have.

Your business, written down once: who you are, what you sell and to whom, your market, who does what, what each role is for, your accounts, what goes into AI and what never does, who decides, one file that ties it together, and, with the bonus, what's already running inside it.

Where that puts you.

In the US, 55% of people who use AI now pay for at least one AI product (Menlo Ventures, 2026), and search is the most common thing people use chatbots for (Pew Research Center, 2026). Paying puts you ahead of nearly half of AI users. Using it as a business, working from your own file, puts you ahead of most of the rest.

What's next.

AI 101 is where AI starts doing real work in your business, one department at a time, starting with marketing. It builds on this folder. People who skip AI 100 and jump straight to AI 101 end up with slop: work that sounds right and doesn't fit their business. You won't, because your assistant reads your file first.

modus.

Know what's running. Then decide.

AI 100 is free, and nothing is held back for a paid version. This bonus is a taste of the AI governance work we do: it runs on what you know. If you want someone who does this live, with your team, to find what you can't see and turn it into a policy your people sign, talk to us.

Rather have us do it?

Book a call. Scan the code or click the link.

modusconsult.ca/en/#contact

1 877 654-1877

MODUSCONSULT.CA