THE FIRST ISSUE

THE AI BLUEPRINT

People First. Technology With Purpose.

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A Digital Magazine Of DrHayles.com

Useful ideas for leadership, learning, and practical artificial intelligence. Start with a real need. Make a clear plan. Take one step you can check.

Inside This Issue

Clear requests. Checking answers. Privacy. Small business. Team leadership. A seven-day practice plan. Nuggets of Knowledge.

A Human-Directed Approach

This magazine uses original educational writing and exercises. AI assisted the drafting and production. People remain responsible for checking the work and deciding how to use it.

TRY ONE STEP

Choose one lesson you can use today.

NUGGETS OF KNOWLEDGE

Learn. Check. Apply.

YOUR READING GUIDE

FIND YOUR START

You do not have to read it all at once.

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Pages 3–6: Learn The Basics

Start with people. Ask clearly. Check answers. Protect private information.

Pages 7–9: Put It To Work

Try one task, name the owner, and measure what changes.

Pages 10–13: See Our Creative Work

Explore our film planning, BIG MIC music framework, magazine production, and teaching posters.

Pages 14–21: The Executive AI Advantage

Explore readiness, governance, value, implementation, and your next decision.

Pages 22–24: Practice And Continue

Follow a seven-day plan, choose a Nugget of Knowledge, and visit the source links.

TRY ONE STEP

Pick a page that matches a task in your own life.

NUGGETS OF KNOWLEDGE

Choose. Read. Practice.

LEADERSHIP WITH PURPOSE

START WITH PEOPLE

A tool is useful when it helps with a real need.

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Ask Before You Build

Listen to the person who does the work. What takes too long? What is hard to understand? What mistakes keep happening? Write down one problem in plain words.

Name The Result

“We need AI” is not a clear goal. “We need an easier way to draft our weekly schedule” is a task you can explore. A clear goal helps you decide whether a tool is helping.

Keep The Purpose In View

A faster task is not always a better task. Ask whether the change helps the people it is meant to serve. Let them tell you what works and what does not.

TRY ONE STEP

Complete this sentence: “I want to help ___ do ___ with less ___.”

NUGGETS OF KNOWLEDGE

People Come First.

YOUR FIRST PROMPT

ASK A CLEAR QUESTION

Tell the tool what you need, who it is for, and how it should look.

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Give One Task

Ask for a draft, a list, a plan, or an explanation. Keep the first request small enough to review. A clear task gives you a clearer starting point.

Add Useful Background

Say who will read the answer. Explain the purpose and the details that matter. You can ask for plain language, a short list, or a table.

Name The Format

Try: “Draft five steps for opening a small shop. Use plain words. Include checking the doors, work area, and supplies. I will review it before anyone uses it.” This is a practice example, not a finished workplace policy.

TRY ONE STEP

Write a request with three parts: task, background, and format. Remove private details.

NUGGETS OF KNOWLEDGE

Clear Words Help.

TRUST AND ACCURACY

CHECK BEFORE YOU USE

An answer can sound confident and still be wrong.

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Find The Facts

Check names, dates, prices, calculations, and quoted words against a reliable source. Do not treat a listed link as proof until you open it and see that it supports the claim.

Use Skilled Review

NIST's Generative AI Profile identifies risks from confidently stated false information and from people relying too heavily on AI. It recommends evaluation and appropriate human oversight. Match the review to the consequences of a mistake.

Make Corrections Visible

Keep the original task, the draft, and the changes that matter. Tell the next person which facts were checked and which questions remain. Do not label a guess as a verified result.

TRY ONE STEP

Take one draft. Highlight three claims. Find the source for each before using it.

Source: NIST Generative AI Profile. Links on page 24.

NUGGETS OF KNOWLEDGE

Check Important Facts.

PRIVACY IN PRACTICE

PROTECT WHAT IS PRIVATE

Share only the information a task needs.

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Use A Made-Up Example

For practice, use fictional names and sample details. Do not paste passwords, account numbers, or sensitive client records into a tool just to get a draft.

Check The Tool's Settings

NIST identifies data privacy as a generative AI risk. The FTC's privacy guidance explains ways people can review privacy settings and control information sharing. Check the tool's current policy and your organization's rules before uploading information.

Ask When You Are Unsure

A person may need to approve how organizational data is used. If you do not know whether the information can be shared, pause and ask the person responsible for it.

TRY ONE STEP

Review a sample request. Replace real names and remove details that are not needed.

Source: FTC: Protecting Your Privacy Online. Links on page 24.

NUGGETS OF KNOWLEDGE

Protect Private Information.

SMALL BUSINESS PRACTICE

MAKE ONE TASK EASIER

Use a simple example before changing real work.

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Choose A Repeating Task

You might draft a supply list, organize public meeting notes, or create a first version of a customer FAQ. Pick work that is easy for a person to review.

Keep The First Test Small

Use sample information. Ask for one clear result. Compare the draft with the way you do the task now. Notice both helpful parts and mistakes.

Finish With Human Judgment

Check the wording, facts, and tone before sharing it. A draft is a starting point. You decide whether it is ready. Do not upload confidential customer information to practice.

TRY ONE STEP

Draft three answers to common, non-sensitive questions. Check each one yourself.

NUGGETS OF KNOWLEDGE

Start Small Today.

TEAM LEADERSHIP

GIVE THE WORK AN OWNER

Clear roles help a team move together.

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Name The Person Responsible

Someone needs to decide what the task is, who reviews it, and when the work is ready. A tool does not replace that responsibility.

Agree On The Limits

Before a small trial, discuss what information may be used and what the tool may do. Decide which steps need a person's approval and how a problem should be reported.

Listen To The Team

Ask the people using the process what is easy and what is confusing. Change the plan when the test shows a need. Keep a simple record so the team learns together.

TRY ONE STEP

Write three names or roles: task owner, reviewer, and person to contact when a problem occurs.

NUGGETS OF KNOWLEDGE

Lead With Clarity.

BEST PRACTICES AND EVIDENCE

MEASURE WHAT CHANGES

Check the result, not just the promise.

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Record A Starting Point

Before a trial, note how long a task takes, what mistakes happen, and how much review is needed. Use a task you can compare fairly.

Use The Same Checks

Compare similar work. Include the time spent checking and correcting AI output. A faster first draft may still need more review.

Decide From What You Learn

Keep what helps. Change or stop what does not. Strong evidence supports a choice; it does not promise the same result in every setting. Your trial should tell you what happened in your own work.

TRY ONE STEP

Write a small scorecard: time, errors, review effort, and usefulness. Compare before and after.

NUGGETS OF KNOWLEDGE

Evidence Guides Choices.

FROM OUR CREATIVE WORK

FROM IDEA TO SCREEN

A media project starts with a story worth telling.

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Begin With The Message

Our DrHayles AI Film Studio planning work follows a simple path: idea, script, storyboard, production, editing, and final film. Each stage gives the next stage a clear purpose.

Make The Story Visible

A storyboard shows what the audience will see. AI-assisted concept art can help explore a setting, mood, or composition before production. It is a planning aid; the human director chooses the story.

Review Before Release

Check voice, pacing, visual continuity, music, and permissions. A production plan or concept image is not proof that a film has been completed or released.

TRY ONE STEP

Write a six-shot storyboard for a one-minute teaching video.

NUGGETS OF KNOWLEDGE

Story Guides Tools.

FROM OUR CREATIVE WORK

ONE SONG. TWO SIDES.

BIG MIC shows how one message can have more than one musical expression.

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Keep The Message Together

The established BIG MIC framework is ONE SONG • TWO SIDES • ONE MESSAGE. Side A and Side B offer two musical approaches, with a Scripture bridge connecting the lesson.

Direct The Creative Work

Human direction sets the message, wording, mood, and standard. AI can support exploration and drafting. The artist still chooses what belongs in the song and how the finished work should serve the listener.

Prepare The Whole Package

Audio masters, cover artwork, release details, and a silent vertical Canvas loop each serve a different purpose. A complete release needs accurate names, working files, and consistent branding.

TRY ONE STEP

Choose one message. Describe two musical moods that could express it.

NUGGETS OF KNOWLEDGE

Message Leads Music.

FROM OUR CREATIVE WORK

TURN IDEAS INTO PAGES

THE SIGNAL and THE COAT turn a broad mission into something people can read.

Existing project artwork: THE SIGNAL editorial proof.

Build A Reading Path

Our website work gives magazines their own home, a cover feature, page controls, and a PDF. THE SIGNAL currently has an 11-page editorial review proof; THE COAT has a 25-page edition.

Let Artwork Teach

A useful image explains the lesson, shows an example, or helps a reader remember the message. Match the picture to the page. Proofread words placed inside artwork as carefully as ordinary text.

Check The Reader

Page turns, contents, links, readable type, and mobile layouts need checking. Label illustrative scenes clearly and keep factual claims separate from proposed services or facilities.

TRY ONE STEP

Sketch a magazine page with one message, one picture, and one useful action.

NUGGETS OF KNOWLEDGE

Pictures Teach Clearly.

FROM OUR CREATIVE WORK

MAKE A LESSON VISIBLE

Our AI teaching posters show how a practical idea becomes a visual resource.

Existing project artwork: AI Basics teaching poster.

Choose One Useful Lesson

The AI Basics and Five Things Every AI Prompt Needs posters are existing teaching artwork in our CMCM website project. They turn a broad subject into something a learner can see at a glance.

Use A Clear Visual Order

Give the main idea a strong title. Group related steps. Make words large enough to read. Use pictures and color to support the lesson instead of distracting from it.

Check The Finished Resource

Look for missing steps, repeated information, misspelled names, and weak contrast. A poster preview is different from an active store product. These examples do not imply working checkout or shipping.

TRY ONE STEP

Turn one helpful tip into a poster: a title, a picture, three steps, and one action.

NUGGETS OF KNOWLEDGE

Show Useful Steps.

EXECUTIVE EDUCATION

MEET THE ARCHITECT

Experience informs the questions we ask.

Dr. Michael A. Hayles, Sr.

Enterprise AI Systems Architect

Executive Experience
About 20 years in oil-and-gas executive work.

Nonprofit Leadership
More than 30 years of community and nonprofit leadership.

Founder And CEO
Coat of Many Colors Ministries, Inc.

Business And Systems
Business administration degrees and a master's in Information Systems.

Creative Education
Multimedia education, music, and visual learning resources.

Owner-supplied photograph of Dr. Michael A. Hayles, Sr.

Connect Systems To People
Understand the process and the people doing the work before selecting a tool.

Ask The Right Questions
Who owns the task? What must improve? What needs review?

Translate Ideas Into Practice
Use plain explanations, examples, and a small trial. Let the evidence guide the next step.

TRY ONE STEP

Name one management decision where better information, rather than more technology, would help.

NUGGETS OF KNOWLEDGE

Experience Informs Questions.

EXECUTIVE EDUCATION

THE ENTERPRISE AI ADVANTAGE

The starting point is the business problem.

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Identify

What important work is slow, costly, inconsistent, or hard to explain?

Evaluate

Is AI suitable? What other process changes might solve the issue better?

Pilot

Try a narrow, low-risk task with clear human review and a stopping rule.

Decide

Compare the evidence with the original goal. Adopt, improve, or stop. This is a practical leadership framework, not a promise of automatic results.

TRY ONE STEP

What must improve for this project to count as a success?

NUGGETS OF KNOWLEDGE

Purpose Guides Decisions.

EXECUTIVE EDUCATION

ARE WE READY?

Readiness begins before the software purchase.

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Purpose

Can the team describe the intended result in plain language?

Data And Permissions

Does the organization know which information it may safely share?

People And Skills

Who owns the workflow, reviews results, and trains other people?

Measurement

What is the current baseline for time, cost, errors, and service?

TRY ONE STEP

Put a question mark beside any unclear answer. Resolve it before scaling.

NUGGETS OF KNOWLEDGE

Readiness Comes First.

EXECUTIVE EDUCATION

GOVERNANCE IN PRACTICE

AI still needs accountable people.

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Allowed Use

Document approved tasks, approved tools, and prohibited sensitive information.

Human Oversight

Assign reviewers for factual claims, safety, fairness, and external communications.

Escalation

Have a clear way to flag mistakes, unexpected outputs, and privacy concerns.

Recordkeeping

Keep versions, relevant checks, and decisions without retaining unnecessary private data.

TRY ONE STEP

Who has the authority to stop the process when a serious issue appears?

NUGGETS OF KNOWLEDGE

Accountability Stays Human.

EXECUTIVE EDUCATION

COST, VALUE AND ROI

A faster draft is not always a cheaper process.

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Baseline

Count current staff time, correction time, outside costs, and error rates.

Total Pilot Cost

Include subscription fees, training, review, integration, maintenance, and support.

Real Benefits

Check time saved after review, improved service, reduced errors, or greater capacity.

Net Result

Net benefit = measured benefits minus measured costs. Report uncertainty openly. Measure the full work, not only what the AI tool produces.

TRY ONE STEP

Write one baseline metric and the same metric after your pilot.

NUGGETS OF KNOWLEDGE

Measure Full Costs.

EXECUTIVE EDUCATION

A SIX-STEP IMPLEMENTATION PATH

Small steps produce evidence.

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1. Frame And 2. Assign

State the user need, goal, and boundaries. Name the owner, reviewer, and people affected.

3. Protect And 4. Pilot

Check data use, permissions, and vendor terms. Use a limited test with representative examples.

5. Measure And 6. Decide

Check accuracy, time, costs, and user feedback. Scale, revise, or retire based on evidence. Adapt this roadmap to the organization and level of risk.

TRY ONE STEP

Select a single low-risk workflow for a two-week trial.

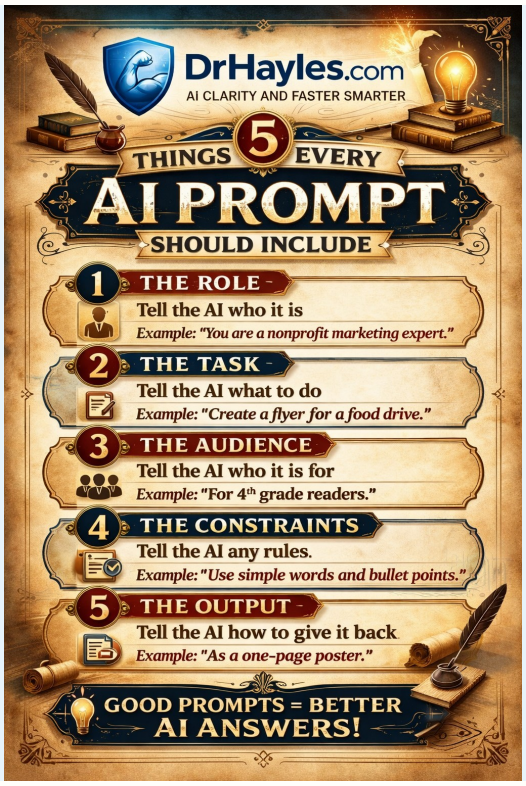
NUGGETS OF KNOWLEDGE

Small Steps Matter.

EXECUTIVE EDUCATION

PROOF THROUGH PRACTICE

Creative work can demonstrate disciplined AI direction.



Existing project artwork: Five Things Every AI Prompt Needs teaching poster.

Music And Media

BIG MIC uses human-directed creative choices across concepts, songs, artwork, and release preparation.

Educational Publishing

Magazine and poster workflows translate complex subjects into visual learning materials.

Organizational Design

CMCM planning uses practical frameworks for programs, education, websites, and community resources. These examples describe approaches; they do not claim unverified business outcomes.

TRY ONE STEP

Show real artifacts. Label mockups, proposals, and unfinished systems honestly.

NUGGETS OF KNOWLEDGE

Show Checked Work.

EXECUTIVE EDUCATION

EXECUTIVE NEXT STEPS

One useful action is better than a stack of promises.

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Select And Clarify

Choose one real problem and an outcome you can measure. Identify decision-makers, permissions, risks, and who will review.

Test And Review

Make a short trial with example data and a firm stopping point. Document what helped, what failed, and what requires expert evaluation.

Continue Learning

Use the DrHayles.com inquiry pathway to discuss speaking, workshops, or tailored executive education.

TRY ONE STEP

Choose one useful step. Name the person who will take it and the evidence they will review.

NUGGETS OF KNOWLEDGE

Take One Step.

A SEVEN-DAY PRACTICE PLAN

ONE WEEK. ONE SKILL.

A little practice can make the next step clearer.

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Days 1 And 2: Choose And Ask

Choose one low-risk task. Write a clear request using fictional or public information. Ask for a short result you can review.

Days 3 And 4: Check And Improve

Check the facts and the steps. Rewrite the request where it was unclear. Compare the new draft with the first one.

Days 5 Through 7: Try And Reflect

Try one useful part after reviewing it. Record what happened. Explain the lesson to another person. Choose one change for the next trial.

TRY ONE STEP

Write down one thing you learned, one thing to check, and one step to try next.

NUGGETS OF KNOWLEDGE

Practice Builds Confidence.

NUGGETS OF KNOWLEDGE

THREE WORDS. ONE REMINDER.

Original editorial reminders you can carry into your day.

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When You Begin

People Come First.
Start Small Today.
Ask Clear Questions.
Choose Your Purpose.

When You Review

Check Important Facts.
Protect Private Information.
Listen Before Acting.
Evidence Guides Choices.

When You Move Forward

Practice Builds Confidence.
Take One Step.
Share Useful Knowledge.
Keep Learning Daily.

TRY ONE STEP

Choose one reminder. Write the action it will help you take. These are original editorial sayings, not quotations from historical figures.

NUGGETS OF KNOWLEDGE

Keep Learning Daily.

SOURCES AND YOUR NEXT STEP

KEEP THE BLUEPRINT GROWING

Use dependable sources. Turn learning into action.

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1. NIST: Generative AI Profile

NIST AI 600-1, July 2024. A guide to generative AI risks, including false information, privacy, and human oversight. Pages 5 and 6 summarize selected guidance.

2. FTC: Protecting Your Privacy Online

A public consumer resource on privacy settings, sharing, and online data. Referenced on page 6. These source links do not imply agency endorsement.

Continue With DrHayles.com

Download the free AI planning worksheet. Ask about speaking, leadership, or a team workshop. Visit CMCM for practical community learning and BIG MIC MEDIA for music and creative work.

TRY ONE STEP

Use one lesson on a real task. Review the result. Bring your next question to DrHayles.com.

NIST Generative AI Profile — https://nvlpubs.nist.gov/nistpubs/ai/NIST.AI.600-1.pdf

FTC: Protecting Your Privacy Online — https://consumer.ftc.gov/features/protecting-your-privacy-online

NUGGETS OF KNOWLEDGE

Learn. Check. Apply.