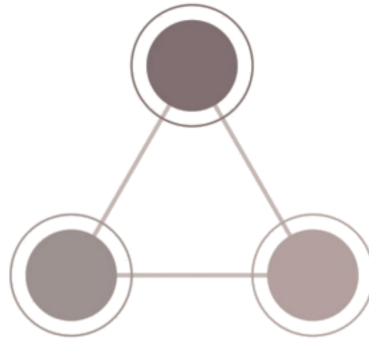




# She Thinks

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## HER ALGORITHM

AI LITERACY · A CONNECTED IMPACT ADVISORY INITIATIVE

*A free AI literacy toolkit for women*

[www.connectedimpactadvisory.com](http://www.connectedimpactadvisory.com) · [hello@connectedimpactadvisory.com](mailto:hello@connectedimpactadvisory.com)

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**BEFORE YOU BEGIN**

## A note on how this toolkit was made

Her Algorithm was developed by Belinda Hendrickson of Connected Impact Advisory, drawing on her background in monitoring, evaluation, and learning, and her focus on equitable access to AI for women.

AI tools were used during the development of this toolkit to support drafting, structure, and language. All content was reviewed, edited, and approved by Connected Impact Advisory to make sure it reflects our methodology and the needs of the women it is written for.

We are sharing this because we ask the same of you: read what AI gives you, decide what is useful, and make it your own.

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**WHAT'S INSIDE**

## Seven sections, at your own pace

You can read this toolkit from start to finish, or dip in wherever feels most relevant to you right now.

- Section 1 — This Is For You
- Section 2 — What Actually Is AI?
- Section 3 — What Could It Do For Me?
- Section 4 — Your First Five Minutes
- Section 5 — Where To Go Next
- Section 6 — Your Questions Answered
- Section 7 — Using AI Honestly

Want to go further? The Her Algorithm short course (coming soon) takes everything in this toolkit deeper: seven modules, twenty minutes each, fully self-paced and online. More details at the back of this toolkit.

## SECTION 1

# This Is For You

*You belong in this conversation. Not because you've earned it. Just because you do.*

This toolkit was made for you. Not for someone with a tech background. Not for someone who already knows what ChatGPT is. Not for someone who feels confident about this stuff. For you. Wherever you're starting from.

Maybe you've heard the word AI thrown around and felt a quiet anxiety about it. Maybe someone at work mentioned it and you smiled and nodded but had no idea what they were talking about. Maybe you've been out of the workforce for a while, raising kids, caring for someone, figuring out what's next, and you're worried the world moved on without you.

**It hasn't. And you haven't missed it.**

AI is still new enough that most people are figuring it out as they go. The people who seem confident about it? Most of them only started a few months ago. There is no head start you've missed. There is only now, and you're here.

## What this toolkit is

This is a plain-language guide to AI: what it is, what it can do for your life, and how to use it honestly and well.

It won't turn you into a tech expert. It won't overwhelm you with jargon or try to impress you with things you don't need to know.

It will give you enough to feel confident. Enough to have a go. Enough to decide, on your own terms, how much of this you want in your life.

## What you don't need to have to use this toolkit

- You don't need to be good with technology
- You don't need a computer - a smartphone will do
- You don't need any prior knowledge
- You don't need to understand how AI works to use it well, just like you don't need to understand how an engine works to drive a car

*All you need is a little curiosity. You already have that - you're here.*

## Why this was made for women specifically

Because the conversation about AI has not always included us.

A lot of AI tools were built by people who don't look like us, don't live like us, and weren't thinking about our lives when they designed them. And in many workplaces, AI training and access has flowed more readily to some people than others, leaving women, particularly women in care roles, administration, and community work, without the knowledge or access to the tools.

That gap is not your fault. But closing it is worth doing, for yourself, for your work, and for the women around you.

There is also something important to name here: many of the jobs held disproportionately by women are among those most affected by AI and automation. That is a real thing, and we are not going to pretend otherwise.

But here is what is also true:

**The women who understand AI, who know how to use it, question it, and work alongside it, are the ones who stay ahead of it. This toolkit is about making sure you are one of them.**

## How to use this toolkit

Go at your own pace. There is no deadline and no test. Read a section when you have ten minutes. Come back to it. Try something, see what happens, try again. Share it with a friend, a family member, or a colleague who might need it too.

The toolkit has seven sections. Each one builds on the last, but you can also dip in wherever feels most relevant to you right now.

And if you want to go further, there is a free short course (coming soon), a live Q&A session you can join (coming soon), and a community of women doing exactly what you're doing. Details at the back.

### One last thing before you start.

You belong in this conversation. Not because you've earned it or proved anything. Just because you do.

*AI is a tool. Like any tool, it works best in the hands of someone with good judgement, real life experience, and genuine care for the people around them. That's you.*

## SECTION 2

# What Actually Is AI?

*No jargon. No hype. Just the honest version.*

Let's clear something up straight away.

AI is not a robot. It is not a supercomputer plotting world domination. It is not magic, and it is not something only certain kinds of people can understand.

AI (artificial intelligence) is software. A program. A very sophisticated one, but a program nonetheless.

Here is the simplest way to understand it:

AI has been trained on an enormous amount of text (e.g., books, articles, websites, conversations, etc.) so that it can respond to questions and requests in a way that feels like talking to a knowledgeable person. You ask it something, it generates a response based on everything it has learned.

**That's it. That's essentially the core of it.**

## You are probably already using AI

Before you decide AI is foreign territory, consider this:

- When your phone suggests the next word as you type a message — that's AI
- When Netflix recommends something you might like — that's AI
- When spam doesn't land in your inbox — AI filtered it out
- When Google Maps reroutes you around traffic — AI calculated that
- When Siri or Google Assistant answers a question — that's AI

AI is already woven into your daily life. You've been using it for years. What's new is being able to have a direct conversation with it: to ask it things or give it tasks, and get useful responses in plain language.

## The tools you'll hear about most

There are a few AI tools that come up constantly. Here's what they actually are:

### ChatGPT — [chatgpt.com](https://chatgpt.com)

Made by a company called OpenAI. You type a question or request, it responds. Free to use. This is the one most people are talking about.

### Google Gemini — [gemini.google.com](https://gemini.google.com)

Google's version. If you use Gmail or Google Docs, you may already have access.

### Microsoft Copilot — [copilot.microsoft.com](https://copilot.microsoft.com)

Microsoft's AI, built into Word, Outlook, and Teams. Ask your workplace if it's available.

### Siri and Google Assistant

The voice assistants on your phone. Simpler versions of the same idea.

For this toolkit, we'll focus on ChatGPT because it's free, straightforward, and works on any device. But the skills you build here transfer to any of these tools.

## What AI is good at

- Drafting emails, messages, or documents — giving you a starting point so you're not staring at a blank page
- Explaining things in plain language — ask it to explain anything as simply as you need
- Researching and summarising — pull together information on a topic quickly
- Brainstorming ideas — for a birthday party, a business idea, a difficult conversation
- Planning and organising — meal plans, schedules, lists, step-by-step guides
- Practising skills — rehearsing for a job interview, learning something new

*Think of it as a very well-read assistant who is available any time of day, never gets impatient, and will answer the same question as many times as you need.*

## What AI is not good at

This matters just as much, and we will come back to it in more detail in Section 6.

- AI makes mistakes. It can state things confidently that are wrong
- AI can be biased, reflecting the biases of the people and texts it was trained on
- AI does not know what is happening in the world right now unless it has been given access to current information
- AI does not know you (your circumstances, relationships, or values) unless you tell it

**This means your judgement is never optional. AI gives you a response. You decide what to do with it.**

## A word on how it feels

The first time many people use a conversational AI tool, they feel one of two things: either this is incredible or I'm not sure I trust this. Both reactions are completely reasonable. Both are worth holding onto.

The wonder is real. These tools are genuinely impressive and can be extremely useful. And scepticism is healthy. These tools have real limitations and you should never switch off your own thinking.

The goal is not to be amazed by AI or afraid of it. The goal is to be informed about it. To understand it well enough to use it on your own terms, for your own purposes, with your own judgement fully intact.

*That's exactly what this toolkit is here to help you do.*

## SECTION 3

# What Could It Do For Me?

*This is where AI stops being abstract and starts being useful.*

The most common reason women don't engage with AI isn't fear, it's relevance. Nobody has shown them how it connects to their actual life. So let's do that now.

Below are real, everyday situations organised by where you are in your life right now. Find the one that fits you most, or read them all.

## If you're at home with young children

Your mental load is enormous. You are planning, organising, researching, communicating, and making decisions constantly, often while also being physically present for little people who need you. AI will not replace you, although it can take some of that load off your plate.

Things you could ask AI right now:

- *"Plan five dinners for this week using chicken, pasta, and vegetables. Keep it simple and under 30 minutes each."*
- *"Write a message to my son's teacher explaining that he's been anxious about the transition to Year 1 and asking for a meeting."*
- *"Explain what a speech pathologist does and how I'd know if my toddler needs one."*
- *"Give me ten activities I can do with a 3-year-old on a rainy afternoon with things I already have at home."*
- *"Help me write a complaint to my council about the state of the playground in our street."*

Every one of those tasks might have taken you twenty to thirty minutes of thinking, drafting, and second-guessing. AI gives you a starting point in seconds, and you take it from there.

## If you're caring for a family member

Caring for an elderly parent, a partner with health needs, or a family member with a disability is one of the most demanding and least acknowledged roles there is. It involves constant research, coordination, and communication, often in unfamiliar territory.

Things you could ask AI right now:

- *"Explain what a care needs assessment is and how to request one in Australia."*
- *"Help me write a letter to my mother's GP requesting a referral to a geriatrician."*
- *"What questions should I ask when choosing a respite care provider?"*
- *"Summarise what the NDIS covers for someone with early-stage dementia."*
- *"Help me create a daily routine chart for someone with memory loss."*

You should always verify medical, legal, and financial information with a qualified professional; but AI can help you understand what questions to ask and prepare you to have those conversations.

## If you're thinking about returning to work

Whether you've been out of the workforce for two years or ten, the prospect of returning can feel daunting. AI can help you prepare, quietly, privately, and at your own pace, without anyone judging where you're starting from.

Things you could ask AI right now:

- *"I've been out of the workforce for six years raising children. Help me reframe that experience on my resume."*
- *"What skills do I need to work in aged care in Australia and how do I get them?"*
- *"I have an interview for an administration role next week. Give me ten likely questions and help me practise my answers."*
- *"Write a confident LinkedIn summary for someone returning to work after a career break."*
- *"What does a project coordinator actually do day to day?"*

You can practice interviews with AI as many times as you need, ask questions you'd feel embarrassed asking a real person, and build your knowledge and confidence in private before you step into any room.

## If you're already working

You don't need to be struggling or in transition to benefit from AI. If you're working, in any role, at any level, AI can make your day quieter and your output stronger.

Things you could ask AI right now:

- *"Summarise this document in five dot points. (Paste the document in)"*
- *"Rewrite this email so it sounds more professional but still warm."*
- *"I need to present our team's results to senior leadership. Help me structure a ten-minute presentation."*
- *"Draft a meeting agenda for a team check-in covering workload, upcoming deadlines, and team wellbeing."*
- *"Explain what data visualisation means in plain language. I need to understand it before a meeting tomorrow."*

One important note for the workplace: if you use AI to help you produce something, be open about it with your colleagues. Not because you've done anything wrong, but because transparency about AI use builds trust and ensures everyone has access to the same tools and opportunities. We cover this in detail in Section 7.

## If you're running a small business or earning a side income

Many women run small businesses, sell handmade goods, offer services, or earn income through platforms like Etsy, Instagram, or local markets. AI can make the parts of that work that feel hardest (for example, writing, marketing, admin), much easier.

Things you could ask AI right now:

- *"Write three Instagram captions for a small business selling handmade soy candles. Warm, friendly tone."*
- *"Help me write a response to a difficult customer review. I want to be professional and kind."*
- *"Create a simple social media content plan for the next two weeks for a home-based cake business."*

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- *"Write a product description for a hand-knitted baby blanket for an Etsy listing."*
  - *"What do I need to know about registering a business in Australia?"*

## **If you're studying or retraining**

Going back to study as an adult, especially while managing other responsibilities, takes real courage. AI can be a patient, always-available study companion.

Things you could ask AI right now:

- *"Explain the difference between qualitative and quantitative research in simple terms."*
- *"I'm writing an essay on climate change policy. Help me create an outline."*
- *"Quiz me on the key concepts from this chapter. (Paste the chapter in)"*
- *"Explain this concept to me as if I've never studied it before."*
- *"Help me improve the structure of this paragraph without changing my ideas."*

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## **The thread running through all of this:**

AI is not doing the thinking for you. It is not replacing your judgement, your relationships, or your knowledge of your own situation.

It is handling the first draft, the research, the formatting, the admin, so that you can spend your energy on the parts that actually need you.

*That is what AI is for. Not to replace the human. To free up the human.*

## SECTION 4

# Your First Five Minutes

*This is the section where you stop reading and start doing.*

Everything up to now has been preparation. This is the moment you actually try it.

We are going to walk through an AI interaction together, step by step. It will take about five minutes. By the end of it, you will have done something real, and you will know, from your own experience, that this is something you can do.

What you need: your phone, tablet, or computer · a wifi or data connection · five minutes. That's it. Nothing else.

## Step 1 — Get to ChatGPT

On your device, open your internet browser: Safari, Chrome, or whatever you normally use. Go to: [chatgpt.com](https://chatgpt.com)

You will see a simple page with a text box. That text box is where you type your message to the AI. You can use ChatGPT without creating an account — just click "Stay logged out" or "Use without an account" if it asks. You can always create a free account later if you decide you want to save your conversations.

## Step 2 — Type your first message

Click on the text box. Type the following, or something close to it. Don't worry about getting it exactly right. There is no wrong way to ask.

- *"I need to make dinner tonight. I have chicken, rice, and some vegetables in my fridge. Can you give me three easy meal ideas that take under 30 minutes?"*

Press the arrow button or hit Enter on your keyboard to send it.

## Step 3 — Watch what happens

The AI will start typing a response; you can see it appear word by word. Within a few seconds, you will have three meal suggestions with simple instructions.

Take a moment to read them. Notice how it responded in plain language, like a person talking to you. Notice that it gave you something genuinely useful. Notice that it took about ten seconds.

**That's it. You just used AI.**

## Step 4 — Have a conversation

Here is something most people don't realise at first: you can reply. AI is conversational. You don't start a new question each time, you can just keep talking, like a text message thread.

Try one of these follow-up messages:

- *"The second one sounds good. Can you give me the full recipe with quantities?"*
- *"I don't have any garlic. Can you suggest a substitute?"*

- *"Can you make one of these options vegetarian?"*

See how it responds to your follow-up. Notice that it remembers what you already said. You don't have to repeat yourself.

## Step 5 — Try something for your own life

Now it's your turn completely. Think of something on your to-do list, something you've been putting off, or something you've been curious about.

Here are some ideas if you're not sure where to start:

- *"Write a message to my neighbour asking them to keep the noise down. Polite but direct."*
- *"My 8-year-old keeps asking me how aeroplanes stay in the air. Explain it in a way I can tell her."*
- *"Give me five things I can do this weekend that don't cost any money."*
- *"I have a job interview next week. What are three things I should research about the company beforehand?"*
- *"Help me write a thank you message to someone who looked after my kids while I was unwell."*

There is no wrong prompt. If the response isn't quite what you needed, just reply and tell it "Can you make that shorter?" or "That's not quite right. What I actually meant was..." — it will adjust.

## A few things to know going forward

- You can't break it: there is no wrong question and no mistake that can't be undone
- It doesn't know you: every new conversation starts blank, so give it context when it matters
- It is not a search engine: it gives you a direct response, not a list of links, so always apply your own judgement
- Your words are yours: always read AI output, edit it, and make it sound like you before you share it

**You started. That's the whole thing. A lot of people spend months meaning to try AI and never quite getting there. You just did it in five minutes!**

## SECTION 5

# Where To Go Next

*A map, not a homework list. Use it when you're ready.*

You've had your first experience with AI. Now what?

The honest answer is, whatever feels right for you. Some women will finish this toolkit and feel ready to explore further immediately. Others will want to sit with what they've learned for a while, use ChatGPT for a few small things, and build confidence gradually. Both of those are exactly right.

## The tools worth knowing about

There are hundreds of AI tools out there. Most of them you don't need. Here are the ones genuinely worth your attention - they're all free to access and all useful in everyday life.

### ChatGPT — [chatgpt.com](https://chatgpt.com)

Best for: conversations, drafting, explaining, brainstorming, planning. The most versatile general-purpose AI tool, and the best starting point for most people. The free version is genuinely useful; there is no need to pay for anything to get started.

### Google Gemini — [gemini.google.com](https://gemini.google.com)

Best for: research, summarising, tasks connected to Google products. Built into Gmail and Google Docs — you may already have access without realising.

### Microsoft Copilot — [copilot.microsoft.com](https://copilot.microsoft.com)

Best for: workplace tasks (for example, Word documents, emails, presentations). Ask your employer or IT team whether it is available to you — if it is and you don't know about it, that is worth raising.

### Canva AI — [canva.com](https://canva.com)

Best for: creating visual content (for example, social posts, flyers, presentations). Describe what you want and it generates a starting point you can edit. Free for most features.

### Otter.ai — [otter.ai](https://otter.ai)

Best for: transcribing meetings, interviews, voice notes into text. Free plan available.

## Where to keep learning

If you want to go further, here are some genuinely useful places that are all free, all designed for people who are not starting from a position of technical expertise.

- She Thinks — Her Algorithm Short Course (coming soon): the natural next step from this toolkit. Seven modules of 20 to 25 minutes each, fully self-paced and online, designed specifically for women. Subscribe to the Connected Impact Newsletter for updates on when the course is available.
- Google's AI Essentials — [grow.google/intl/en\\_au](https://grow.google/intl/en_au): Free, beginner-friendly course from Google. Practical and clear, designed for people entering or returning to the workforce.
- LinkedIn Learning — [linkedin.com/learning](https://linkedin.com/learning): Search 'AI for beginners' and filter by free content. Useful if you're returning to work and want something you can list on your profile.
- YouTube: Search 'how to use ChatGPT for beginners' for clear, practical video tutorials. Watching someone use a tool in real time can be much easier than reading about it.

**One honest piece of advice:**

The biggest risk with AI is not using it badly. It is not using it at all. It's staying on the outside of a conversation that is shaping the world, simply because nobody made the entry point clear enough.

*You have the entry point now. Use it on your own terms, at your own pace.*

## SECTION 6

# Your Questions Answered

*The questions people actually ask, and some they think but don't always say out loud.*

No judgement here. Every question in this section is a reasonable one, and every answer is as honest as we can make it.

## Is AI safe to use?

Generally yes, but with some sensible precautions.

The main thing to be aware of is what you share. AI tools like ChatGPT store your conversations and may use them to improve the software. This means you should avoid typing in personal information you wouldn't want stored anywhere, for example, your full name and address together, your tax file number, banking details, passwords, or sensitive medical information about yourself or your children.

For everyday use (e.g., drafting messages, planning meals, researching topics, practising interviews), you are not sharing anything that puts you at risk.

If privacy is a concern, you can turn off chat history in ChatGPT's settings, which means your conversations are not saved or used for training.

## Will AI take my job?

This is one of the most asked questions and it deserves an honest answer rather than a reassuring one.

Some jobs are changing because of AI. Tasks that are repetitive, administrative, or follow a predictable pattern (e.g., data entry, basic drafting, routine processing) are being automated or significantly reduced. That is real, and it is already happening.

But here is what is also true: the jobs that are most resilient are the ones that require human judgement, relationships, care, creativity, and contextual understanding. A nurse, community worker, teacher, mediator, mother returning to the workforce with a decade of organisational and relational skills; these are not easily automated.

**The most useful thing you can do is understand AI well enough to work alongside it rather than be replaced by it.**

The women who know how to use these tools, direct them, and apply their own judgement to the outputs are the ones who stay ahead. You are already doing that. You are here.

## What if I make a mistake?

You won't break anything. There is no mistake in using AI that causes lasting harm to the tool or to you.

If you ask something that doesn't make sense, AI will ask you to clarify. If you don't like a response, you can ask it to try again. If you accidentally close a conversation, you can start a new one. If you type something embarrassing, nobody is watching.

The only mistakes worth thinking about are sharing sensitive personal information, or trusting an AI response without checking it when the stakes are high. Outside of those, there is genuinely nothing to worry about.

## Can I trust what AI tells me?

Not automatically, and this matters.

AI can be wrong. It can state incorrect information with complete confidence, in perfectly clear language, with no indication that it is guessing. This is called a hallucination, and it happens more than people realise. AI can also be biased, reflecting the biases of the people and texts it was trained on.

**This does not mean AI is useless. It means your judgement is never optional.**

For everyday low-stakes tasks the cost of an AI error is low. For anything that matters more (for example, medical information, legal questions, financial decisions, anything affecting your children's wellbeing), always verify with a qualified professional or reliable official source.

The three-question check - apply this every time:

- Does this sound right to me?
- Can I verify it somewhere else?
- Does it actually apply to my situation?

## Is AI going to listen to my conversations or spy on me?

AI tools like ChatGPT do not access your microphone or camera unless you specifically grant permission for a voice feature. They are not listening to your conversations in the background.

What they do store is the text you type into them. You can manage this through privacy settings, and you should avoid typing in sensitive personal information as a general rule.

If you are using AI through a workplace system, your employer may have access to those conversations, the same way they may have access to your work emails. Be mindful of that context.

## Do I need to pay for anything?

No, not to start, and not for most everyday use. ChatGPT, Google Gemini, and Microsoft Copilot all have free versions that are genuinely useful. The She Thinks Her Algorithm toolkit is free.

## I'm not very good with technology. Is this really for me?

Yes. Genuinely.

AI tools like ChatGPT are designed to be used in plain language. If you can send a text message, you can use ChatGPT - the interface is almost identical.

The women who struggle most with AI are not the ones without technical skills. They are the ones who decide before they start that it isn't for them. You have already moved past that by reading this far.

## What if my English isn't perfect?

AI understands imperfect English very well. You do not need to write in formal or perfect language; just write the way you normally would, and it will understand you.

In fact, one of the genuinely useful things AI can do is help you communicate more clearly in English if that is something you find challenging. You can ask it to help you write something, then adjust the tone, the formality, or the length until it feels right.

## **My kids seem to know all about this. Should I be learning from them?**

Yes, and also no.

Young people often have confidence with technology that comes from simply not being afraid of it. If your children use AI tools and are willing to show you, that is a wonderful way to learn.

But confidence is not the same as wisdom. The judgement, scepticism, and life experience you bring to AI use are genuinely valuable, and possibly more valuable than technical confidence.

*The best outcome is a conversation in both directions. They show you how. You show them why careful, honest, critical use of AI matters.*

## **What if I just don't find it useful?**

That is a completely valid outcome. Not every tool is for every person at every stage of life.

What matters is that you made an informed choice. You tried it, you understood what it was, and you decided it wasn't for you right now. That is very different from never trying it and feeling left behind.

You can always come back to it. The tools will still be there, and they will only get easier to use.

## **Where can I ask more questions?**

You can contact us directly at: [hello@connectedimpactadvisory.com](mailto:hello@connectedimpactadvisory.com). We are happy to answer your AI questions.

## SECTION 7

# Using AI Honestly

*How to use AI in a way that is good for you and for the people around you.*

This section is about something that doesn't get talked about enough.

Most guides to AI will teach you how to use it. Fewer will talk to you about how to use it well, in a way that is honest, fair, and genuinely good for the people around you. That matters to us. So let's talk about it.

## AI is a tool. You are still the person.

The most important thing to understand about ethical AI use is also the simplest: AI produces output. You produce work.

When you use AI to help you draft an email, plan a project, or summarise a document, you are still the one who decided what was needed, gave it the right direction, read the response, applied your judgement, and made it useful. That is not nothing. That is actually most of the work.

The problem arises when people skip that last part, when AI output goes out into the world without a human genuinely engaging with it. A performance review written entirely by AI and sent without real reflection is not feedback. A message drafted by AI and sent without being read properly is not communication.

*People feel the difference, even when they can't name it. The warmth is missing. The specificity is missing. The you is missing.*

**AI works best when it supports your thinking; not when it substitutes for it.**

## AI frees you up to be more human

Here is the reframe that changes everything:

AI handles the repetitive, the administrative, the time-consuming, so you can show up more fully for the things that actually matter to you. The conversation. The relationship. The creative thought. The human moment.

The mum who spent an hour drafting a difficult email to her child's school: AI gives her a starting point in thirty seconds, so she can spend the rest of that time present with her children.

The community worker drowning in reports: AI summarises and drafts, so she can invest her time in the people she is there to support.

The woman returning to work who spent a weekend agonising over her CV: AI gives her a starting point in minutes, and she can put her energy into preparing for the interview.

**Use AI for the tasks that drain your time and energy. Save yourself for the things that need a human.**

## Being transparent about using AI

You do not need to announce AI use every time you draft a message or plan your week. But in contexts where it matters (for example, professional work, formal communications, creative work you are presenting as your own), being open about AI use is the right thing to do.

This might look like:

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- Telling a colleague "I used AI to draft this report. I've reviewed and edited it, but wanted you to know"
- Noting in a job application that you used AI to help format your resume
- Being honest with a manager or client about how you produced a piece of work

Being transparent is not an admission of weakness or laziness. It is a sign of integrity. And it protects you, because presenting AI-generated work as entirely your own, in contexts where that matters, can damage trust if it comes to light later.

## The workplace equity problem, and why it matters to you

In many workplaces right now, some people are using AI and some people are not, and the difference is not always about choice. It is about access and awareness.

When a manager uses AI to produce twice the output in half the time, without telling their team that tool exists, they are creating an invisible advantage. Team members who don't know AI is available are working harder for the same results. That gap compounds over time, in workload, output, and in how people are perceived and promoted.

### **This is an equity issue.**

And it disproportionately affects women, particularly women in support roles, women who are newer to a team, and women who were not included in the informal conversations where these tools get shared.

You have every right to know what tools are available in your workplace. And you have every right to ask.

## What to do if AI is being used around you without transparency

- Ask directly and without accusation: "Are there AI tools the team is using that I should know about?" is a completely reasonable question
- Raise it in a team meeting: "I've been reading about AI tools that could help with some of our work. Has anyone explored this?" opens the conversation without putting anyone on the spot
- Talk to your HR team or manager: ask whether there is a workplace policy on AI use. If there isn't one, suggest there should be
- Document your own AI use clearly: being transparent yourself models the behaviour you want to see from others

## Protecting human connection

There is a quieter risk with AI that is worth naming. Not the dramatic sci-fi version, but the everyday one.

When we use AI to communicate with the people around us without genuine human engagement, we slowly hollow out those relationships. The colleague who always replies with perfectly structured, slightly impersonal emails. The manager whose feedback feels thorough but somehow doesn't quite see you.

We are social creatures. We recognise each other in our words. The slight awkwardness, the particular turn of phrase, the warmth that comes from someone actually thinking about us specifically. AI cannot replicate that. And when we stop bringing it, people notice.

### **Use AI to save time on the tasks that drain you. Save your actual presence for the people who deserve it.**

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## Your personal AI principles

Before you close this toolkit, take five minutes to think about how you want to use AI, on your own terms, according to your own values.

- What tasks in my life am I happy to hand over to AI?
- What tasks do I want to keep doing myself, because the human effort in them matters?
- In what contexts will I be transparent about using AI?
- What is my personal line — the things I will not use AI for, regardless of convenience?
- How will I make sure AI supports my relationships rather than replacing the effort I put into them?

*There are no right answers. These are yours to decide. What matters is that you decide consciously, and that you are the one setting the terms.*

## A FINAL WORD

You started this toolkit not knowing where to begin.

You have now read through what AI is, what it can do for your life, how to use it practically, how to evaluate it critically, where to go next, and how to use it in a way that reflects who you are.

That is not a small thing.

**Use AI for the tasks. Save yourself for the moments that matter.**

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## A note on how this toolkit was made

Her Algorithm was developed by Belinda Hendrickson of Connected Impact Advisory, drawing on her professional expertise in evaluation and strategy, and her commitment to equity in access to AI.

AI tools were used in the development of this toolkit to support drafting and language. All content was reviewed and approved by Connected Impact Advisory to ensure it reflects our values, our methodology, and the needs of the women it is designed for.

We are transparent about this because transparency is something we ask of you too. AI works best as a tool in the hands of a thinking and an engaged person, and that is exactly how it was used here.

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## Ready for more?

Her Algorithm Short Course (coming soon): seven modules, twenty minutes each, fully self-paced. Subscribe to the Connected Impact Advisory Newsletter for updates on the course.

Questions? Contact us directly at: [hello@connectedimpactadvisory.com](mailto:hello@connectedimpactadvisory.com)