NOVABYTE AI SUCCESS SERIES

The AI Report Workflow

Five steps to a report you can trust: data first, verification always.

Productivity Loop → Capture · Delegate · Review · Refine · Reuse

1 Gather your data

Before you open an AI tool, assemble the facts — figures, dates, results, events — in a simple bulleted list or small table.

> *A report drafted from checked data starts correct. One drafted from vibes has to be rescued later.*

2 Outline with AI

Describe the report with R-T-C-F and ask **only for an outline**, not the report. Then edit it like an editor: reorder, cut, add.

> *Every section you delete now is one you never have to draft, verify, or trim.*

THE PROMPT

You are a senior business analyst. Propose an outline for a *[report type]* for *[audience]*. It must cover *[topics]*; the reader has five minutes; the goal is *[decision]*. Numbered sections, one line each. Do not write content yet.

3 Draft section by section

Feed the AI one section at a time with its data pasted in. Never one giant prompt — errors stay contained and each section gets full attention.

> *The instruction to use only your data, stated bluntly every time, is your main defence against invented figures.*

THE PROMPT

Draft section 2 using ONLY the data below. Do not add, estimate, or infer any figures not listed. If the data doesn't support a statement, leave it out. Two paragraphs, neutral tone. Data: *[paste verified numbers]*

4 Verify every number

Put the draft beside your sources. Check every figure, recompute every percentage, confirm every date, name, and direction of change.

> *Read the executive summary last and hardest — it's the most-read section and where a subtle overstatement does the most damage.*

5 Polish and format

Content verified, now use AI for what it does best: smooth transitions, cut repetition, simplify jargon, tighten by 20%. Format in your own template.

> *Read it aloud once, end to end. Your ear catches the awkwardness your eyes skip.*

⚠️ The plausibility trap

AI errors in reports are dangerous because they're plausible. The draft won't claim sales tripled — it'll say “revenue grew 12%” when your data says 10.8%, or call a dip a “steady upward trend.” Nothing looks wrong. Verify mechanically, claim by claim against the source. And never paste confidential data into tools your organisation hasn't approved.