



NOVABYTE AI SUCCESS SERIES

Verification Checklists

Six quick checklists — one per major workflow — for the habit the whole book is built on.

*“A confident answer is not a correct one.” Every method in this book assumes you will read, check, and own whatever AI produces. **AI drafts. You verify.***



BEFORE YOU HIT SEND

Email

- ☐ Recipient name and address are correct
- ☐ Every fact, date, and figure matches reality
- ☐ Tone fits the relationship (re-read the opening line)
- ☐ No AI filler or phrases that aren't yours
- ☐ Attachments actually attached
- ☐ It says what YOU mean, in your voice



BEFORE IT LEAVES YOUR DESK

Report

- ☐ Every number checked against the source data
- ☐ Every percentage recomputed by hand
- ☐ Executive summary read last and hardest
- ☐ No claim that the data doesn't support
- ☐ Direction of every trend is correct (up vs down)
- ☐ No confidential data was pasted into an unapproved tool



BEFORE YOU PRESENT

Presentation

- ☐ Every claim that sounds like a promise is verified or cut
- ☐ No competitor comparison you can't defend
- ☐ Numbers on slides match your source
- ☐ One idea per slide; nothing over ~30 words
- ☐ You've rehearsed the hardest audience questions aloud



BEFORE YOU CITE ANYTHING

Research & citations

- ☐ Every source opened and confirmed to exist
- ☐ Every quoted sentence located in the actual source
- ☐ No citation came from asking AI to 'give me sources'
- ☐ Every claim traced to a verified summary, none invented
- ☐ Paraphrased in your own words, not the AI's



BEFORE YOU APPLY

Résumé & application

- ☐ Every title, date, and achievement is true
- ☐ No skill listed you couldn't be questioned on
- ☐ Numbers are real, not inflated
- ☐ Company name is correct everywhere (check twice)
- ☐ It reads as your argument, not AI's template



EVERY RUN, BEFORE IT GOES OUT

Automated task

- ☐ Names, dates, and numbers are THIS week's, not last week's
- ☐ The template didn't silently repeat stale details
- ☐ Output still fits the current situation
- ☐ A human (you) has read it end to end
- ☐ Nothing sensitive or personnel-related ran unattended