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AI for Bloggers: Quick-Action Checklist

Stay Safe, Productive, and Efficient with AI Tools

1. Account & Privacy Setup

- ☐ Create a dedicated email for AI tools
- ☐ Enable two-factor authentication (2FA)
- ☐ Review privacy policies before signing up

2. Choosing the Right AI Tools

- ☐ Pick reputable, actively updated tools
- ☐ Match the tool to your blogging needs (content, SEO, Ideas)
- ☐ Avoid tools that store sensitive drafts insecurely

3. Content Creation

- ☐ Use AI for brainstorming and outlines first
- ☐ Fact-check everything generated
- ☐ Never publish AI content verbatim without review

4. SEO & Optimization

- ☐ Combine AI output with your own insights
- ☐ Integrate semantic keywords naturally
- ☐ Check readability and originality

5. Safety & Ethics

- ☐ Don't feed private or sensitive info into AI
- ☐ Attribute AI-assisted content when required
- ☐ Avoid spammy or manipulative AI practices

6. Workflow Tips

- ☐ Use AI to assist, not replace, your workflow
- ☐ Keep track of prompts and outputs for consistency
- ☐ Backup all drafts before AI revisions

⊘ **Pro**

- Treat AI as a brainstorming assistant. not a replacement
- Start with one AI tool at a time to avoid overwhelm