

CHECKLIST · AI AT WORK

What an AI agent actually does when it clicks for you

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digitaladvisors.com.au/journal/ai-agent-takes-action-explained/

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- ☐ **Give the agent its own browser profile.** Anthropic suggests one without access to banking, healthcare or government accounts.
 - ☐ **Start in approve-each-step mode.** Where the tool offers it, have the agent ask before every action until you trust how it handles the task.
 - ☐ **Keep it to low-risk jobs.** ASD's advice is low-risk, non-sensitive tasks, so leave payments and private records to people.
 - ☐ **Stay with it while it works.** Google says your active supervision is the most important protection.
 - ☐ **Check the result yourself.** Look at the booking, form or file the agent changed, rather than trusting its summary that the job is done.
 - ☐ **Limit what a work agent can reach.** Give it only the accounts and data the task needs, never administrator access to everything.
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NOTES

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