

The Jonesi Consultancy | Houston, TX

AI LITERACY · EVERYDAY USE WORKSHEET

VOICE PRESERVATION CHECKLIST



Use AI as Your Assistant, Not Your Author

Ten stages to work on anything you plan to publish under your own name.

AI will happily write in nobody's voice at all. This checklist keeps yours at the center. Work the ten stages on anything you plan to publish under your own name.

1 Know Your Voice

KEY QUESTION

What makes your voice uniquely yours?

- ☐ I understand my core tone: friendly, professional, direct, or something else.
- ☐ I know the words and phrases I naturally reach for.
- ☐ I am clear on my writing style and my pacing.

2 Set the Right Intent

KEY QUESTION

Have I told AI who this is for and what it is meant to do?

- ☐ I provide clear context about my audience and my goal.
- ☐ I ask AI to match my tone, style, and level of formality.
- ☐ I share examples of my own writing for reference.

3 Provide Voice Guidelines

KEY QUESTION

Could someone else write in my voice from these guidelines?

- ☐ I define my preferred tone, style, and vocabulary.
- ☐ I include the do and do not list for my content.
- ☐ I specify the level of detail and the sentence length I prefer.

4 Draft With Direction

KEY QUESTION

Am I steering this draft, or just accepting it?

- ☐ I review AI output for alignment with my voice.
- ☐ I give specific feedback to adjust tone and style.
- ☐ I ask for multiple options when the first pass misses.

5 Edit for Authenticity

KEY QUESTION

Would anyone who knows me recognize this as mine?

- ☐ I remove words and phrases that do not sound like me.
- ☐ I add my own insights, opinions, and stories.
- ☐ I vary sentence structure and pacing.

6 Refine and Revise

KEY QUESTION

Did the polishing pass make it smoother but less like me?

- ☐ I tighten transitions to match my natural flow.
- ☐ I make sure headings and formatting reflect my style.
- ☐ I read it out loud to confirm it still sounds like me.

7 Fact Check and Validate

KEY QUESTION

Would every claim here survive someone checking it?

- ☐ I verify facts, data, and claims.
- ☐ I check sources and update anything that has moved on.
- ☐ I confirm that examples and references are actually relevant.

8 Get a Second Perspective

KEY QUESTION

Has anyone besides me read this with my voice in mind?

- ☐ I ask someone who knows my voice for honest feedback.
- ☐ I confirm the message reflects my intent and my values.
- ☐ I adjust based on feedback without losing my voice.

9 Final Voice Check

KEY QUESTION

Does this actually feel like you?

- ☐ I am proud to put my name on this.
- ☐ It reflects my personality and my perspective.
- ☐ It connects with my audience in my voice.

10 Publish With Purpose

KEY QUESTION

Am I publishing this because it is ready, or because it is finished?

- ☐ I publish with confidence in my own voice.
- ☐ I stay open to learning and continuous refinement.
- ☐ I use AI to amplify my voice, never to replace it.

11 Keep These Close

Reference While You Work

VOICE ELEMENTS TO PROTECT

- › Tone and personality
- › Word choice
- › Values and perspective
- › Stories and examples
- › Pacing and rhythm
- › Audience connection
- › The phrases only you use

WORKING REMINDERS

- › Be specific in your prompts.
- › Share examples of your own work.
- › Iterate and give real feedback.
- › Treat AI as a collaborator, not a ghostwriter.
- › Your voice is the part that cannot be copied.

THE QUICK VOICE TEST

- › Read it out loud. Does it sound like you?
- › Would your audience recognize it as yours?
- › Does it reflect your values and your perspective?
- › If any answer is no, revise before you publish.

AI HELPS YOU WORK SMARTER. YOUR VOICE MAKES THE WORK YOURS.

Be intentional. Stay authentic. Protect your voice. Add human insight. Connect with your audience and create impact that lasts.

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Read it out loud. Does it sound like you?

