

Measure outcome over output

It's important to assess agents' work based on how accurate, goal-aligned, and high-quality the results are, rather than how fast or how much they produce. This keeps focus on meaningful impact instead of simple productivity.

Lead with human strengths

Agents handle repetitive or routine tasks so people can focus on the uniquely human work that drives progress. Creativity, empathy, and strategic thinking stay at the heart of every decision and interaction.

Instill clear handoffs

Clear handoffs define what belongs to agents and what stays with humans, keeping ownership visible and control in your hands. Knowing where responsibility lies builds confidence and collaboration between people and systems.

Guardrails by design

Concrete guardrails are built in from the start, giving people the clarity and confidence to work safely with AI. Boundaries are explicit and visible, not hidden in the background, so trust stays active throughout the process.

Maintain an open feedback loop

Human input is the ongoing fuel that helps AI learn and adapt responsibly. Regular review and feedback keep systems relevant, aligned with evolving goals, and grounded in human context.

Retain transparency & auditability

Every agent action leaves a traceable record, showing how and why a result was reached. Visibility into each step builds accountability and strengthens trust across teams and systems.

salesforce

OFFICE OF
Ethical and
Humane Use

www adayempoweredbyagents.com

Best Practices for Human + AI Teaming Quick Start Guide

Before bringing AI into your daily workflow, take a moment to reflect on what makes your work meaningful – and where agents could amplify that.

These thought starting questions are inspired by the above Best Practices for Trusted Human + AI teaming, designed to help you find trust & balance between human creativity and AI capability.

Use them to identify where agents could add value – not by replacing your expertise, but by supporting your strengths, sharpening outcomes, and creating more space for innovation.

Identifying Opportunities

Think about where AI could free up your time and help you focus on what matters most.

Time & Efficiency

1. Which tasks do I repeat most often or find most time-consuming?
2. What work could I delegate to focus more on creativity, strategy, or leadership?
3. Where does my workflow get interrupted – and why?

Processes & Automation

1. Which manual or repetitive tasks could be safely standardized?
2. Where are the bottlenecks that slow down my progress?
3. What information do I regularly compile from multiple sources that could be streamlined?

Evaluating Impact

Consider how AI could improve the quality, consistency, and visibility of your work.

Quality of Work

1. Where could AI support reduce errors or help me stay proactive instead of reactive?
2. How do I currently measure success – by output or by outcome?
3. What additional context or data would help me make better decisions?

Collaboration & Communication

1. Where does information fail to transfer smoothly between people or teams?
2. What documentation should exist but doesn't?
3. How could feedback loops improve shared understanding and accountability?

Thinking About Outcomes

Reflect on how AI could create more space for human creativity, empathy, and insight.

Business Impact

1. If I had 5 extra hours each week, where would I invest that time?
2. What projects or ideas have I postponed that AI could help me move forward?
3. How can I ensure the outcomes I deliver align with our larger goals and values?

Personal Experience

1. What work energizes me – and what drains me?
2. When do I feel most creative, collaborative, or effective?
3. Which human strengths do I want to develop further (empathy, leadership, adaptability)?

Exploring Possibilities

Envision what responsible Human + AI collaboration could look like in your role.

Control & Transparency

1. What visibility do I need into automated processes to trust them?
2. How can I stay informed about when and how AI acts on my behalf?
3. What would make me confident delegating more routine or repetitive work?

Boundaries & Handoffs

1. What actions or decisions should always require human judgment?
2. Where should handoffs between humans and agents be clearly defined?
3. What guardrails or escalation steps would make this collaboration safe and effective?

Trusted AI begins with trusted humans – and the guardrails and best practices that guides them. Your reflections on how, where, and why you work are the first step toward designing AI systems that strengthen what humans do best.