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/

- [ ] **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.

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.