

AI Tool Selection Checklist

A Simple Checklist for Choosing the Right AI Tool

Use this checklist to compare AI tools based on your goals, features, cost, privacy, quality, and overall value before making a decision.

Define Your Goal

- ☐ I have clearly defined what I want the AI tool to do
- ☐ The tool is designed for my specific use case
- ☐ I know what type of output I need
- ☐ I know how often I will use the tool
- ☐ I know whether I need a specialized or all-in-one tool

Compare Features

- ☐ The tool has the features I actually need
- ☐ Output quality meets my expectations
- ☐ It works with my existing workflow
- ☐ It supports the formats I need
- ☐ The interface is easy to understand and use
- ☐ The tool receives regular updates or improvements

Check Cost & Limits

- ☐ The free plan meets my basic needs
- ☐ I understand the usage limits
- ☐ The paid plan offers enough additional value
- ☐ I understand what features require payment
- ☐ There are no unexpected costs or major restrictions

Test Before You Commit

- ☐ I have tested the tool with a real task
- ☐ The output quality is good enough for my needs
- ☐ The tool is easy to use consistently
- ☐ I have compared it with at least one alternative
- ☐ I would actually use this tool regularly

💡 Quick Tip

Don't choose an AI tool based only on its feature list. Test it with the actual task you need it to perform.

Evaluate Before You Choose

Make the final decision based on quality, privacy, value, and long-term usefulness.

Privacy & Security

☐ I understand what data the tool collects

☐ I know how my data is stored and used

☐ I have reviewed the tool's privacy policy

☐ I understand whether my data may be used for training

☐ The tool provides appropriate security for my use case

Quality & Reliability

☐ The tool produces consistent results

☐ I can verify important outputs when necessary

☐ The tool performs well on my actual tasks

☐ The service has a reliable track record

☐ The tool is actively maintained and updated

Value for Money

☐ The tool saves me meaningful time or effort

☐ The quality justifies the price

☐ I will use the tool often enough to justify the cost

☐ I understand what I get at each pricing tier

☐ A cheaper alternative would not meet my needs better

Final Decision

☐ The tool solves my actual problem

☐ It fits my existing workflow

☐ I have compared it with at least one alternative

☐ I understand its main limitations

☐ I would recommend it based on its actual value

AI Tool Decision Scorecard

☐ Need

☐ Features

☐ Quality

☐ Cost

☐ Privacy

☐ Value

Would I Choose This Tool? → **YES** / **NOT YET**