Turn a public notice into a checklist

Use AI to pull actions, dates, and open questions from a public notice, then check every item against the source.

10 minutes · Free-tier example · Beginner · Proposed

Before you start

Allow about 10 minutes. You need the text of a notice anyone can read and an AI assistant you already have access to. The example works with a free assistant. Leave private letters, account details, and personal information out of the chat.

Try it

Use this fictional notice as your first input.

> *The library book sale is Saturday from 10 a.m. to 2 p.m. at the library entrance. Bring a bag. The sale accepts cash only. The notice does not list an address.*

Paste the notice after this instruction.

> *Make a short checklist for someone attending. Include things to bring, the time, and the payment method. Use only the notice. Add a separate question for any important detail the notice leaves out.*

Check the result

Your checklist should say to bring a bag and cash, and give Saturday from 10 a.m. to 2 p.m. at the library entrance. The exact address belongs in the questions. If the answer supplies an address or a calendar date, remove it and look for that detail at the original source.

Try the same steps with a public notice you need to act on. If the task has serious consequences, confirm the instructions with the issuer before acting.

Limits and reuse

A checklist can help you read the notice, but it can miss an exception or turn an ambiguous phrase into a definite instruction.

Keep the source notice, the checklist, and a short list of corrections.