Mark the Run

The Agentic Galaxy • Learning AI with Layla.Rain • Episode 6

All runs are invented teaching examples. Never run a real action for this exercise.

The three marks, for every step

1. Eye or hand? An eye only looks, or writes text inside the chat. A hand changes something outside the chat.

2. Can it be undone? Yes, no, or nothing changed.

3. Whose information does it touch? Mine (the person who asked, or a message you wrote yourself from nothing on the list), or other people's.

The stop sign rule: put a stop sign on any step that cannot be undone, and on any step that touches other people's information. A stop sign means a person confirms first. Ask first means you approve before the assistant starts. Ask every time means you approve each single use. If you cannot tell whether a step can be undone, treat it as cannot be undone. A hand that can be undone may not need one, but it goes in the log. Free means the assistant may use the tool without asking. Never means it may not use the tool at all.

Task 1. Watch (worked example)

An assistant is asked to send a welcome message to everyone on a workshop list.

Step	Eye or hand?	Can it be undone?	Whose information?	Stop sign?
Read the list	Eye	Nothing changed	Other people's addresses	Yes: ask first
Write the message	Eye	Yes: throw it away	Mine (uses nothing from the list)	No
Send the message	Hand	No	Other people's	Yes: ask every time

Task 2. Try it with a hint

An assistant helps LUNA run her hat stall. Steps: (a) read LUNA's own to-do list; (b) tick off the finished jobs on that list; (c) email a shipping notice to every customer.

Hint: for each step ask, can it be undone, and whose information does it touch?

Step	Eye or hand?	Can it be undone?	Whose information?	Stop sign?
(a) Read the to-do list				
(b) Tick off finished jobs				
(c) Email every customer				

Task 3. Do it alone

An assistant helps run a neighbourhood swap group. Steps: (a) read the member list; (b) write an announcement about Saturday's swap; (c) post the announcement to every member; (d) delete last month's posts. Make the same table on your own paper. Then write a permission card with one line for each of: read, write, post, delete. Each line says free, ask first, ask every time, or never. Or use one task you really do.

Mark the Run

Answer key (fold or cover until you have tried).

Task 2: (a) eye, nothing changed, mine, no stop sign. (b) hand, yes (untick it), mine, no stop sign, but it goes in the log. (c) hand, no (once sent, an email cannot reliably be taken back), customers' addresses, stop sign: yes.

Task 3: (a) eye, nothing changed, other people's names and addresses, stop sign: ask first. (b) eye, yes (throw it away), mine as long as it uses no names from the list, no stop sign. (c) hand, no (members cannot unread it), other people, stop sign: ask every time. (d) hand, no, the group's posts, stop sign, and a card line of "never" is a good answer too. Any other placement is fine if you can say why.

Suggested card for task 3: Read the member list: ask first. Write: free. Post: ask every time. Delete: never.

Check yourself: every hand you cannot undo has a stop sign; every step that touches other people's information has a stop sign.