

Practice: find your first Astra moment

Choose one real task you expect to complete this week. Complete this quick decision check:

QUESTION	YOUR ANSWER
What is the finished outcome I need?	
Do I need Chat or Work?	
What makes this task difficult?	
What information could conflict or be incomplete?	
What tools or files are required?	
What should Astra do?	
What must remain human-owned?	

Then write one sentence: *I will use Astra for this task because it requires [reasoning / judgment / complex computer use / professional-quality synthesis] beyond a routine AI response.*

Your next action

Before your next complex task, make two choices on purpose:

- Choose Work if you need AI to carry out a multi-step workflow.
- Choose Astra only if the hardest part of that workflow needs more reasoning, judgment, computer-use capability, or professional-quality synthesis.

That keeps the workflow first, the tool second, and the human in control.

Save this: Astra selection checklist

Check the boxes that apply. Two or more checked means select Astra.

- ☐ Multiple connected sources or files
- ☐ Conflicting evidence or unclear information
- ☐ A recommendation with meaningful trade-offs
- ☐ Complex browser, software, or system navigation
- ☐ A polished executive or client-ready deliverable
- ☐ Several changing requirements
- ☐ A mistake would create significant rework or risk

Fewer than two checked? Start with a standard model.

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