

Task Check Scorecard

Check the result. Count the cleanup. Keep the limits visible.

Task: _____ Date: _____

Tool / model shown / plan: _____

Source and settings: _____

Ready to use means: _____

01 CHECK THE OUTPUT

Accuracy

Names, numbers, dates and commitments match the source.

Score: 0 = major failure 1 = needs correction 2 = meets criteria

☐

Completeness

Required facts are included; unknown details stay visible.

Score: 0 = major failure 1 = needs correction 2 = meets criteria

☐

Usability

The output meets the task and format without hidden work.

Score: 0 = major failure 1 = needs correction 2 = meets criteria

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STOP if a critical fact or commitment is invented or unresolved.

A total score cannot override a blocking error. Record the reason.

02 COUNT THE WHOLE TASK

Preparation ____ Generation ____ Review ____ Correction ____ minutes

Total ____ minutes | Manual baseline, same finish line ____ minutes

03 WRITE A LIMITED VERDICT

Use it for: _____

Check: _____

Skip it when: _____

Evidence file / repeat-test note: _____

Use fictional or authorized data. A small test is not a guarantee of future performance.

Tasklitmus | Practical AI for small teams | v1.0 - September 2026