把一次完成，
留成下次可用的能力

選一項想練習的技能，從一個可處理的小步驟開始。保留無障礙輔助、必要參考資料與完成任務所需的資訊。

練習技能 _____ **目前任務** _____

使用的協助 _____ **下次檢查日期** _____

四個步驟，留下一點可回看的證據

1 **選一步，先試試看**

選一個想自己嘗試的步驟，寫下你預期會出現的結果。

2 **請求合適的協助，再理解理由**

請對方解釋概念、給一個提示，或示範例題。逐步對照：每一步為什麼成立？

3 **換一道相似題，調整支持**

情況合適時，少用一個提示，嘗試另一個相似問題。保留完整題目與必要資料。

4 **隔一段時間，再回來檢查**

依材料選擇合適間隔，再做一次；用可信解答、原始來源或測試核對，不只讓同一個 AI 自評。

這次留下的證據

我能解釋／做到什麼 _____

我在哪裡卡住 _____

下一次練習／需要的支持 _____

看證據，也看支持是否合適。這張卡不打分、不判定通過與否，也不要求完全不靠工具。若目標是專業工具使用，就直接觀察工具操作與查證能力。

提示由作者設計；不是經研究驗證的檢核表、診斷工具或成效證明。

Keep something you can use next time

Choose one skill to practise and begin with a manageable step. Keep accessibility aids, required references, and the information needed to complete the task available.

Skill

Current task

Help used

Next check date

Four steps. A little evidence to return to.

1 **Choose one step to try yourself**

Pick a step you want to attempt and write down the outcome you expect.

2 **Ask for suitable support, then examine the reasons**

Request a concept explanation, a hint, or a worked example. Compare each step: why does it hold?

3 **Try a similar problem and adjust the support**

When appropriate, try a different, similar problem with one fewer hint. Keep the complete task and necessary data.

4 **Return later and check again**

Choose an interval suited to the material and try again. Check against a trusted solution, original source, or tests—not just the same AI grading itself.

Evidence from this attempt

What I could explain / do

Where I got stuck

Next practice / support needed

Look at the evidence and the fit of the support. This card has no score, pass/fail judgment, or requirement to work without tools. If the goal is professional tool use, observe tool use and verification directly.

Author-designed prompts; not a research-validated checklist, diagnostic tool, or evidence of effectiveness.