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# AI Communication Feedback Loop Playbook

AI INNER CIRCLE · WEEKLY INTELLIGENCE

**1**

**SITUATION:**
Drafts sound generic.

**THE MOVE:**
Collect five approved messages and mark repeated tone, structure, and signoff choices.

**EXPECTED OUTCOME:**
A usable communication profile grounded in real examples.

**2**

**SITUATION:**
Reviewers keep making the same edits.

**THE MOVE:**
Record each repeated correction as a permanent rule in a custom field.

**EXPECTED OUTCOME:**
Fewer recurring mistakes in later drafts.

**3**

**SITUATION:**
The AI uses questionable references.

**THE MOVE:**
Store approved resources in URL fields and restrict entries with domain controls.

**EXPECTED OUTCOME:**
A cleaner reference library with defined source boundaries.

**4**

**SITUATION:**
One successful draft creates false confidence.

**THE MOVE:**
Test the same instructions across several realistic message scenarios.

**EXPECTED OUTCOME:**
A clearer view of whether the process is repeatable.

**5**

**SITUATION:**
Review feedback is vague.

**THE MOVE:**
Require reviewers to label each draft approved, edited, or rejected and state the decisive reason.

**EXPECTED OUTCOME:**
Feedback that can improve future guidance.

**6**

**SITUATION:**
Automation changes reach production with missing settings.

**THE MOVE:**
Run HighLevel's workflow validation gate and resolve every listed error before publishing.

**EXPECTED OUTCOME:**
Fewer configuration problems entering live workflows.

**7**

**SITUATION:**
The assistant receives an assignment that is too broad.

**THE MOVE:**
Define the permitted task, required inputs, checkpoints, and completion evidence.

**EXPECTED OUTCOME:**
A bounded assignment that is easier to supervise.

**8**

**SITUATION:**
Different team members produce different review standards.

**THE MOVE:**
Create one acceptance checklist covering accuracy, tone, source use, and next action.

**EXPECTED OUTCOME:**
More consistent approvals across the team.

**9**

**SITUATION:**
Corrections disappear after a message is sent.

**THE MOVE:**
Schedule a recurring review of edits and update the communication profile with repeated patterns.

**EXPECTED OUTCOME:**
An assistant that becomes better aligned over time.