AIFreeForever

The Document Planning Guide for 2026

A document is easier to write when you plan it first. This guide shows what to decide before you make a document with AI: what it is for, who reads it, its sections, the facts it must hold, and a checklist before you send it.

Decide what the document is for

- **One kind:** a report, meeting minutes, a policy, a proposal or a worksheet. Saying the kind gives the AI the right shape.
- **Who reads it:** your manager, a client, your class or your team.
- **What the reader must do after:** agree a plan, follow a rule, or answer the questions.

Give the facts only you know

- **Names and dates:** the company, the people, the meeting date or the date a policy starts.
- **Your numbers:** paste your real figures. The AI does not know your sales, costs or results.
- **Your notes:** paste rough notes and ask the AI to turn them into a clean document.

Sections for common documents

The AI plans a title and sections before it writes. These are good sections to ask for.

Document	Sections to ask for
Business report	Summary, results with a table, costs, feedback, next steps
Meeting minutes	Date and attendees, agenda, decisions, action items table
Policy	Purpose, who it covers, the rules, how to ask, questions
Proposal	The problem, the plan, timeline, cost, next step
Worksheet	Instructions, questions, space for answers, answer key
Standard operating procedure	Purpose, tools needed, numbered steps, safety notes

Say how it should look

- **Tables:** ask for a table when you compare things or list who does what.
- **Lists:** numbered lists for steps, bullet lists for points.
- **Length:** "one page" or "about 800 words" helps the AI stay on size.
- **Tone:** formal for a policy or client, plain and friendly for a team note.

My document plan

Kind of document: _____

Who reads it: _____

Sections: _____

Facts and numbers to include: _____

Tables or lists: _____

What I type into the chat: _____

Before you send your document

☐ Every name, date and number is right.

☐ I replaced any example figure with my real one.

☐ Each section says what its heading promises.

☐ I read it once from start to end, out loud if I can.

☐ I opened the .docx file in Word or Google Docs and it looks right.

On AIFreeForever, the AI Document Generator answers your request in the chat first, then shows the plan (the title and the sections) before it writes. You can change the document in the editor or by asking the chat, then download it as a Word .docx file or a PDF.

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