

# What an AI agent actually is

Four parts, plain words, no hype. Fill in the blanks and you have sketched your first one.

## 01 Trigger

What starts it. A time of day, a new email, a file landing in a folder.

Mine: [\_\_\_\_\_]

## 02 Brain

The model plus its instructions: your rules, your voice, what "good" looks like.

It decides: [\_\_\_\_\_]

## 03 Tools

What it is allowed to touch. Your inbox, calendar, docs, a spreadsheet, your dashboard.

Its tools: [\_\_\_\_\_]

## 04 Guardrails

What it must never do without you, and where it has to stop and ask.

Its limits: [\_\_\_\_\_]

The one rule: propose, don't act. The first version of any agent should draft and wait for your yes. Earn trust before you let it act on its own.