AI Tool Selection Checklist

Ask these 9 questions before you choose or pay for any AI tool

Use this checklist when comparing AI tools for yourself, your studies or your business.

Question	Why it matters
What exact problem will this tool solve?	Avoid paying for features you will never use.
Is there a free plan or trial?	Test with your real work before paying.
Where is my data stored and is it used for training?	Read the privacy policy, especially for customer data.
Can I export my work?	Avoid being locked in to one tool.
Does it work on mobile and in my language?	Most of your team may work on phones.
How accurate is it for my task?	Test 5 real examples and check every answer.
What does it cost per month for my team size?	Prices change — confirm on the official website.
Does it connect to tools I already use?	Integrations save the most time.
Is there support or a community?	You will need help when something breaks.

Tip: score each tool from 1 to 5 on every question and pick the highest total — not the most popular name.