Template: Content Creation with AI: Step-by-Step Checklist

Generated: 12/29/2025

Based on Article: "How AI is Reshaping Content Creation: Tools and Best Practices"
Website: https://scaleblogger.com

A practical checklist to guide the integration of AI tools in content creation, ensuring quality and effectiveness.

Checklist Items:

☐ **1. Set Up AI Writing Tool**
Create an account on your chosen AI writing platform and obtain API keys for automation.
Reference Section: What You'll Need (Prerequisites)

☐ **2. Access SEO Analytics**
Claim your property's ownership in Google Search Console and enable Google Analytics (GA4) for performance tracking.
Reference Section: What You'll Need (Prerequisites)

☐ **3. Create Editorial Checklist**
Draft a one-page standard operating procedure (SOP) that includes information on fact-checking, brand voice, and metadata.
Reference Section: What You'll Need (Prerequisites)

☐ **4. Develop Data-Driven Brief**
Compile search intent, competitor analysis, target keywords, audience descriptions, and desired call-to-action (CTA) into a concise brief.
Reference Section: Step-by-Step Workflow: From Brief to Publish

☐ **5. Design and Test Prompts**
Create 4-6 variations of prompts tailored to your brief and conduct A/B tests to determine the most effective structure and tone.
Reference Section: Step-by-Step Workflow: From Brief to Publish

☐ **6. Generate Drafts**
Utilize the best-performing prompt to create multiple drafts and save model outputs for later reference and editing.
Reference Section: Step-by-Step Workflow: From Brief to Publish

☐ **7. Conduct Human Review**
Edit drafts for adherence to the style guide, verify facts, and make necessary corrections before proceeding.
Reference Section: Step-by-Step Workflow: From Brief to Publish

☐ **8. Optimize for SEO**

Enhance headings, internal links, meta descriptions, and schema to ensure alignment with search intent and optimize for visibility.

Reference Section: Step-by-Step Workflow: From Brief to Publish

☐ **9. Prepare Visuals and Accessibility Features**

Generate relevant images and ensure all content is accessible with appropriate alt text and caption descriptions.

Reference Section: Step-by-Step Workflow: From Brief to Publish

☐ **10. Publish and Monitor Performance**

Deploy content, schedule promotional posts, and set alerts for tracking traffic, user feedback, and any performance issues.

Reference Section: Step-by-Step Workflow: From Brief to Publish