



AI READINESS & DISCOVERY

Start with one useful task.

You do not need an AI strategy to begin.

Find one recurring task. Test one right-sized use. Keep human judgment in control.

1 FIND THE FRICTION

Check the work that repeats, stalls, or follows you home.

- | | |
|---|--|
| ☐ Emails and replies | ☐ Customer questions |
| ☐ Marketing and social | ☐ Research |
| ☐ Meeting notes | ☐ Planning and scheduling |
| ☐ Forms and paperwork | ☐ Other |

The one recurring task I would most like to make easier:

2 CHOOSE THE KIND OF HELP

What could AI help you do first? Check one or two.

☐ DRAFT☐ SUMMARIZE☐ ORGANIZE☐ FIND☐ BRAINSTORM☐ PLAN

A useful result would look like:

3 PLAN ONE SMALL TEST

Choose something small enough to try, review, and improve over the next two weeks.

Over the next two weeks, I will try using AI to:

A PERSON CHECKS

Before I use or share it, I will review:

EASIEST PLACE TO BEGIN

Describe your business - or share its website - and ask: "Give me a one-page outline of practical ways AI could help, prioritized by ease and value. End with three small next steps so I am not overwhelmed."