

# First Steps to Implement AI in Your Business: One-Page Checklist

## A Simple Checklist for Your First 30 Days

### Core Steps

- Choose one repetitive or data-heavy process
- Map the steps and owners
- Put related data in one sheet or folder
- List three tools that already solve your use case
- Shortlist two vendors that integrate with your stack
- Define one simple goal and a metric
- Assign a project champion
- Schedule a 45-minute training for users

**Tip:** Start small. Aim for one quick win in two to four weeks.

### Vendor Questions

- Does it integrate with our CRM, email, or POS?
- Is pricing clear, and can we run a trial?
- How is our data protected, and for how long?
- Are there templates and help docs?

### Need a hand?

If this checklist feels overwhelming or you're not sure where to begin, [AI Smart Ventures](#) can guide your team step by step. We'll help you plan, train, and implement the right AI tools for your business so you can see real results faster.



Privacy first. Helping small and medium businesses implement AI with confidence.

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