

AI Integration Checklist

Your Starting Point for Bringing AI into Your Business

This checklist is your friendly guide through the world of AI, breaking it down into small, manageable steps.

It's not just about the tech stuff; it's about starting a journey of growth and innovation in the most easeful way possible.

Whether you're just getting curious about AI or ready to dip your toes in, this checklist is the perfect start. It begins with the basics, gently moving you forward, making sure each step is doable and totally aligned with your business goals.

Tip: Begin by tackling one item this week, fitting it neatly into your calendar. Keep in mind, if it's not scheduled, it likely won't materialize. Plus, write it down – writing down your goals increases your success rate by a whopping 50%!

Let's get started ...

- 1 Begin with Basics**
 - Spend 15 minutes to reading or listening to content about AI – keep it light and fun! *We love the 'AI Applied' podcast.*
 - Watch a short, engaging video on AI basics.
- 2 Spot Small AI Opportunities**
 - Identify one small task in your business that AI could improve.
 - Think of a simple way AI might enhance your customer's experience.
- 3 Notice AI Around You**
 - Take note of one place you encounter AI in your daily life.
 - Imagine a similar simple AI tool in your business.
- 4 Easy Research**
 - Look up one or two competitors using AI.
 - Subscribe to an easy-to-read newsletter on AI in business.
Are you signed up to the Aigility Hub Newsletter? If not sign-up [HERE](#) for tips and inspiration.

Brought to you by



AI Integration Checklist

Your Starting Point for Bringing AI into Your Business (Cont.)

5 Set a Small Goal

- Define one small, achievable goal for using AI.
- Ensure it's something you can measure and achieve relatively easily.

6 Discover User-Friendly AI Tools

- Find one AI tool that seems easy and relevant.
- Read or watch a tutorial on how to use it.

7 Simple Planning

- Sketch a basic plan or timeline for trying out this AI tool.
- Decide on a small budget to experiment with.

8 Chat with Your Team

- Have a casual discussion with your team about AI.
- Ask if anyone has any basic skills or interest in AI.

9 Consider Ethics Lightly

- Read a brief article on AI ethics.
- Think of one way to use AI that respects your customer's privacy.

10 Try a Tiny Test

- Implement the AI tool in a small, low-risk part of your business.
- Monitor how it goes without any pressure.

11 Look For Simple Feedback

- Ask your team what they think about the AI test. If you are a solopreneur, send to someone that will provide feedback.
- Get feedback from a couple of customers if relevant.

12 Think About Next Steps

- Reflect on the test and decide if you want to explore AI further.
- Consider integrating AI into another small area if successful.

Brought to you by



AI Integration Checklist

Your Starting Point for Bringing AI into Your Business (Cont.)

13 Stay Curious

- Read one AI article or news piece a month.
- Be open to adapting and learning more as you go.

As you reach the end of this checklist, remember that integrating AI into your business is a process of continuous learning and adaptation. It's a path that leads not just to technological advancement, but to a broader horizon of possibilities and innovations.

With each step you take, guided by this checklist, you're not just implementing a tool; you're embracing a future brimming with potential. Keep moving forward with confidence, knowing that each small step is a giant leap towards transforming your business in the ever-evolving digital age.

Are you looking for more support?

Book a 1:1 consultation with Melissa via DigiPort **HERE**

Join our Aigility Hub newsletter and unlock bite-sized AI insights, along with tips, tricks for your business, and new opportunities for training. Continue on your AI journey today!

👉 **Sign up Here**

Do you have any questions? Please contact us:
hello@aigilityhub.com | <https://aigilityhub.ai>



Brought to you by

