

The Small Business AI Quick Start Checklist

10 things you can start using this week — no tech background required.

FREE RESOURCE

Most small business owners know they should be using AI. Most don't know where to start. This checklist skips the hype and gives you 10 practical things you can implement this week — most of them free, none of them requiring a computer science degree.

1

Use AI to write your first draft – every time.

Stop staring at a blank page. Whether it's an email, a social post, a proposal, or a job listing — type what you want to say in plain language and let AI give you a first draft. You edit. You don't start from scratch.

Try: [ChatGPT \(free\)](#) or [Claude \(free\)](#)

2

Turn your FAQ into a script.

Write down the 10 questions you answer most often. Feed them to AI and ask it to write clear, friendly answers in your voice. Use those answers in emails, on your website, and when training new staff.

3

Summarize long documents in 30 seconds.

Contracts, reports, proposals, insurance policies — paste any document into ChatGPT and ask "summarize the key points in plain English." You still read the important parts, but AI tells you where to look.

4**Let AI draft your follow-up emails.**

After a meeting or a sales call, describe what happened and ask AI to write a follow-up email. Takes 2 minutes. Looks professional. Keeps deals moving.

Time saved: 1-3 hours per week for most business owners

5**Build a simple SOP in an afternoon.**

Pick one process your team does repeatedly — onboarding a client, handling a return, opening the office. Describe the steps out loud. AI turns it into a clean, step-by-step document your staff can actually follow.

6**Use AI to research before you buy.**

Before purchasing software, hiring a vendor, or making a business decision — ask AI to compare your top options, list the pros and cons, and flag what questions you should be asking. It's like having a research assistant on call.

7**Generate social media content in batches.**

Set aside 30 minutes once a week. Describe your business, your audience, and 3 topics you care about. Ask AI to write 10 social media posts. Pick the ones you like. Schedule them. Done.

8**Ask AI to improve what you've already written.**

Don't just generate new content — improve existing content. Paste in your website copy, a customer email, or your business bio and ask AI to make it clearer, more professional, or more persuasive. The improvement is usually immediate.

9**Create a customer intake form or questionnaire.**

Describe your ideal client and what you need to know before working with them. Ask AI to write a professional intake questionnaire. Use it in your contact form, your onboarding email, or your first call prep.

10

Ask "what am I missing?" – regularly.

Once a week, describe a project or challenge to AI and ask: "What am I not thinking about?" or "What could go wrong with this?" Use it as a thinking partner, not just a writing tool. This habit alone is worth the price of admission.

Ready to go deeper?

If this checklist gave you ideas but you're not sure how to apply them to your specific business — that's exactly what we do. The first conversation is free, no pitch, no pressure.

BOOK YOUR FREE DISCOVERY CALL

BOOK ONLINE

calendly.com/michael-mtvectorolutions/30min

PHONE

417-413-4750

EMAIL

hello@mtvectorolutions.com