

AI for Small Business Quick Start

One-page quick reference for practical AI use. Keep the human in command.

- Pick one repeated admin or marketing task.
- Create a reusable prompt template.
- Build a human-review step before publishing or sending.
- Track time saved for two weeks.
- Only automate after the manual AI workflow is reliable.

Field rule: AI drafts. Humans decide. Verify anything important before using it.