

AI Opportunity Checklist

Find where AI would help your small business most — in ten minutes.

1 — Tick the areas that cost you time

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|--|---|
| ☐ Missed / unanswered phone calls | ☐ Repetitive customer questions |
| ☐ Sorting & replying to email | ☐ Copying data between systems |
| ☐ Processing invoices / documents | ☐ Writing content & social posts |
| ☐ Chasing & qualifying leads | ☐ Making sense of your data |

2 — Your single biggest bottleneck

Of everything above, which costs the most time or lost business?

3 — Prove it small

- ☐ Note the "before" figure (hours/week, or missed calls/week)
- ☐ Pick ONE tool or a small pilot for that task
- ☐ Measure after 30 days, then decide whether to scale

Want help spotting the win?

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