

AI-READINESS CHECKLIST FOR BUSINESS OWNERS

Use AI Smarter — Not Riskier

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BEFORE YOU USE AI IN YOUR BUSINESS... ASK YOURSELF:

STRATEGY

- ☐ Do I understand **why** we're considering AI — and what problem it's solving?
- ☐ Have we identified **specific workflows or tasks** that AI could improve?
- ☐ Do we have a plan if the tool fails, misfires, or becomes unreliable?

SECURITY

- ☐ Do I know where AI tools are storing our **data**, and who can access it?
- ☐ Have I reviewed the tool's **privacy policy** or terms of service?
- ☐ Are we avoiding putting **sensitive info** into public AI tools like ChatGPT?

TEAM TRAINING

- ☐ Have my employees been **trained on when and how to use AI tools**?
- ☐ Have we talked about **ethics**, copyright, and data use?
- ☐ Do they know **what NOT to share** with AI tools?

IT OVERSIGHT

- ☐ Has our IT provider or security team **reviewed** the tool?
- ☐ Are we using **approved platforms** — not shadow tools?
- ☐ Is there an **acceptable use policy** for AI in place?

