



Better *by* Design

A 5-MINUTE SELF-CHECK

The AI Ready Checklist

For small business owners

Most people don't have an AI problem. They have a setup problem. This quick self-check shows you where your business already stands, and where a few small changes could save you real hours. Tick every box that is true for you today, then see what your score means on the last page.

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Better by Design AI

Tick every box that's true today.

Fifteen quick statements across the five things that make a business ready to use AI well. Be honest. The gaps are where the fastest wins live.

1 Clarity and strategy

- ☐ I can name the top two or three tasks in my business where AI could save the most time.
- ☐ I know what a good result looks like before I ask AI for it.
- ☐ Our AI use is tied to a real goal, not just curiosity.

2 Data and security

- ☐ I have a clear rule for what never gets typed into an AI tool: client names, account numbers, personal data, anything proprietary.
- ☐ I know which tools keep my data private and which may use it for training.
- ☐ My team knows the difference between a free public tool and a secure business account.

3 People and skills

- ☐ The people who would use AI have had real, hands-on practice, not just a demo.
- ☐ Someone on my team can spot when an AI answer is wrong or made up.
- ☐ We treat a bad first answer as a starting point, not a reason to quit.

4 Process and workflow

- ☐ I have identified at least one repeatable task AI could support this month.
- ☐ We have a simple way to check AI work before it goes out under our name.
- ☐ AI is starting to save us time on real work, not just experiments.

5 Tools and direction

- ☐ I have chosen my tools on purpose, rather than defaulting to whatever is free.
- ☐ There is one clear place where our best prompts and practices live.
- ☐ I have a plan for the next step, not just the tool I am using right now.

WHAT YOUR SCORE MEANS

Add up your checkmarks.

Count every box you ticked, then find your range below.

12 to 15 | AI Ready

Strong foundations. The opportunity now is to go deeper and make it stick across your whole team, so the gains compound instead of fading.

7 to 11 | Getting there

You have started, but gaps in clarity, security, or skills are quietly costing you time. A focused plan closes them faster than you would expect.

0 to 6 | Just beginning

Good news: this is the best possible time to build the right habits, before the messy ones set in. A clear first step changes everything.

YOUR NEXT STEP

Let's map it together, free.

Book a free 30-minute discovery call. We will pinpoint your single biggest AI opportunity and map a clear next step, whatever your score. No pressure, no jargon, just a plan you can act on.

Book your discovery call →

calendly.com/chiarab-betterbydesign/discovery-call

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Today you have the map. When you're ready to learn how to drive, that's what I'm here for.