

# AI Readiness Guide

*Where to let AI lend a hand first - no tech degree required*

You do not need to be a tech wizard to benefit from AI. Think of it as a friendly helper that never tires. Here are the three best places to start - each one saves you time and energy you can spend on what you love.

1

## START HERE

### Customer Messages & Emails

Let AI help you draft replies to common customer questions, follow-ups, and quick updates. You stay in control - AI just gets the words flowing so you are not staring at a blank screen after a long day.

#### TRY SAYING:

*"Write a friendly reply to a customer asking about our hours and return policy."*

2

## NEXT UP

### Social Media Ideas & Captions

Coming up with posts every week is exhausting. Ask AI to brainstorm content ideas, write captions, or suggest a month of post topics. It is like having a creative brainstorming partner who is always caffeinated.

#### TRY SAYING:

*"Give me ten post ideas for a small bakery in November, and write captions for each."*

3

## ROUND IT OUT

### Scheduling & Weekly Planning

Let AI help you organize your week, set priorities, and build a simple task list. Tell it what is on your plate and ask for a realistic plan. It can even draft reminder messages so nothing slips through the cracks.

#### TRY SAYING:

*"Here are my tasks for the week - put them in a simple schedule with the most important ones first."*

*Start small. Pick just one of these this week. You will be amazed at how much lighter your workload feels - and how much room opens up for the parts of your business you actually enjoy. ♥*

**The Happiness Tribe** · Growing together, one step at a time