



**FREE  
RESOURCE**

# FREE AI READINESS CHECKLIST

Discover if your business is ready to  
save time, reduce costs, and grow with AI.



**Business Name:** \_\_\_\_\_



**Date:** \_\_\_\_\_



Helping NZ & Australian businesses  
automate, scale, and adopt AI with confidence.



# SECTION 1:

## CURRENT BUSINESS PROCESSES

1 Do you spend more than 5 hours per week on repetitive admin tasks?

Yes

No

2 Do you manually enter data between different systems?

Yes

No

3 Do you spend significant time responding to emails?

Yes

No

4 Do customers frequently ask the same questions?

Yes

No

5 Do you have manual processes that could potentially be automated?

Yes

No



SCORE: \_\_\_\_\_ / 5



# SECTION 2:

# SALES & MARKETING



**6** Do you regularly create social media content?

Yes

No

**7** Do you write marketing emails manually?

Yes

No

**8** Do you struggle to follow up with leads consistently?

Yes

No

**9** Do you have a process for capturing website enquiries automatically?

Yes

No

**10** Would faster content creation help your business grow?

Yes

No



**SCORE: \_\_\_\_\_ / 5**





# SECTION 3:

## CUSTOMER EXPERIENCE



**11** Do customers contact you outside business hours?

Yes

No

**12** Are customer enquiries handled manually?

Yes

No

**13** Do customers wait longer than 24 hours for responses?

Yes

No

**14** Would an AI chatbot improve customer service?

Yes

No

**15** Do you have a documented customer onboarding process?

Yes

No



**SCORE: \_\_\_\_\_ / 5**



# YOUR AI OPPORTUNITIES



For every “YES” answer, give yourself 1 point.

**0-5**  
POINTS



## EARLY STAGE

Your business has some opportunities for AI but may benefit from improving processes first.

**6-10**  
POINTS



## AI READY

You have several areas where AI can save time and improve efficiency.

**11-15**  
POINTS



## STRONG AI POTENTIAL

Your business could benefit significantly from automation, AI assistants, and workflow optimisation.

**16-20**  
POINTS



## HIGH AI IMPACT OPPORTUNITY

You likely have thousands of dollars in potential annual savings through AI automation and process improvements.

# 10 QUICK AI WINS FOR SMALL BUSINESSES



AI Email Drafting



Meeting Notes & Summaries



AI Customer Service Chatbot



Social Media Content Creation



Automated Lead Follow-Up



AI Proposal Generation



Workflow Automation



Knowledge Base Assistant



AI Voice Receptionist



AI Data Analysis & Reporting



# NEXT STEP

Want to discover your  
biggest AI opportunities?



Book a free  
**AI Discovery Call**  
with AI Empire Lab

- ✓ Identify time-consuming processes
- ✓ Find quick automation wins
- ✓ Get practical AI recommendations
- ✓ No technical knowledge required



Website:  
[aiempirelab.co.nz](https://aiempirelab.co.nz)



Location:  
New Zealand & Australia

