



Homefront
MEDIA LLC

FREE GUIDE · 5 PAGES · 10 MINUTES

The AI Readiness Checklist

FOR SMALL BUSINESS

A plain self-assessment to find where your business is losing time and money — and whether automation can fix it. No tech background needed. Just honest answers.

Find the leak. Fix the cost.

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Homefront Media LLC · Tecumseh, OK · Veteran-Owned

START HERE

This isn't about chasing AI.

Most small business owners hear "AI" everywhere right now and quietly feel behind. Here's the truth: the goal was never to add AI to your business. The goal is a business that runs with fewer wasted hours and lower cost.

So the real question isn't *"should I be using AI?"* It's *"where is my business leaking time and money — and what's the simplest fix?"* Answer that first, and the right tool becomes obvious. Answer it backwards, and you end up paying for software that never sticks.

That ordering — business problem first, tool second — is the whole method. This checklist walks you through it in about ten minutes.

How to use this checklist

The next two pages are simple checkbox lists. **Part One** finds where your hours are going. **Part Two** measures how ready your business is to fix it.

Go down each list and check every box that honestly describes your business today. There are no wrong answers — every box you check is a place to recover time.

Then turn to the last page to total your score and see what to do next. Be honest. The boxes you'd rather not tick are usually the ones worth the most.

Where Are Your Hours Going?

Check every statement that is true for your business in a normal week. Each one is a sign of time leaking out of the day.

- You or your staff retype the same information into more than one place.
- You answer the same handful of customer questions over and over again.
- You write similar quotes, proposals, or emails from scratch each time.
- Leads sometimes go cold because nobody followed up fast enough.
- You handle admin and paperwork in the evenings or on weekends.
- Invoices go out late, or chasing unpaid ones slips through the cracks.
- You are the only person who knows how certain tasks actually get done.
- You rebuild the same report or weekly summary by hand, every week.
- New hires take a long time to get up to speed on your process.
- You have lost a customer or a bid because a response was too slow.

Now count them

Write down how many boxes you checked: _____ of 10. As a rough rule, each checked box is one to five hours leaking out of your week. You'll use this number on the last page.

Is Your Business Ready?

Check every statement that is true. These measure how quickly and easily a fix could actually be put in place.

- You have tasks that follow the same steps almost every time.
- Your business runs on digital tools — email, spreadsheets, software — not entirely on paper.
- You can name two or three tasks you'd hand off tomorrow if you could.
- You have a rough sense of what an hour of your time is worth.
- You are open to changing a process when it clearly saves time.
- Someone on your team has a little room to learn a new tool.
- Your customer and job information lives somewhere you can find it.
- You would rather spend your time on the work only you can do.

What automation won't do

Honest expectations matter, so here is the other side:

- It will not replace your judgment, your relationships, or your expertise.
- It will not fix a broken process — it speeds up a good one.
- It is not a six-month tech project. The right automations deploy in days, not quarters.

YOUR SCORE

What Your Answers Mean

Take your **Part One** number — the hours leaking out of your week:

0–3	You run a tight ship. The opportunity is a tune-up — sharpening one or two tasks — not an overhaul.
4–7	Meaningful time is leaking. There is a clear, specific target for automation — and a real dollar figure attached to it.
8–10	You are likely losing 15+ hours a week to repeatable work. That is costing real money every month it continues.

Your **Part Two** score is the good news: the more boxes you checked there, the faster and cheaper a fix will be. Most small businesses are far more ready than they think.

The next step is a conversation — and it's free.

Book a free 30-minute discovery call. No charge, no sales script. We talk through what you checked and whether an on-site Efficiency Audit makes sense for your business.

The **Efficiency Audit** is a half-day on-site review and a written report naming exactly what each leak costs and how to close it — **\$750 (\$600 for fellow veteran-owned businesses)**, and the fee credits in full toward implementation.

Book your call: cal.com/homefrontmedia/30min
Email james@homefront.media · Phone 405-230-2148

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