AI Implementation Quick Start Guide

Get Started in 30 Days

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30-Day Implementation Plan

Week 1: Foundation (Days 1-7)
Week 2: First Implementation (Days 8-14)
Week 3: Expansion (Days 15-21)
Week 4: Full Deployment (Days 22-30)

Week 1: Foundation

Day 1-2: Assessment

- Complete Business Readiness Checklist
- Set Up Basic Tools
- Create ChatGPT/Claude business account
- Set up Zapier or Make account
- Install necessary browser extensions

Day 3-4: Planning

- Define Clear Objectives
- Choose 1-2 processes to automate first
- Set specific, measurable goals
- Create success metrics
- Establish timeline

Day 5-7: Setup

- Configure AI Tools
- Set up API access
- Create custom prompts
- Test basic functionality
- Configure security settings

Week 1 Targets: 100% team trained