

FREE RESOURCE • 2026 EDITION

The Small Business AI Starter Checklist

10 Ways AI Can Save Your Business
10+ Hours a Week

No tech skills required. No jargon. Just results.

■ 10+ hrs/week saved

■ Reduce operational costs

■ Ready in days, not months

What's inside this checklist

- 10 actionable AI quick wins for small businesses
- Time savings estimate for each item
- Recommended tools for each automation
- A quick-start priority guide at the end

Who is this for?

This checklist is for small business owners who are overwhelmed, short on time, and want to use AI to run a leaner, more profitable operation — without needing any technical skills.

From SEK Automation Group

We help small businesses implement AI tools that actually save time and money. This checklist is the starting point we walk every new client through.

sekautomationgroup.com → [Get a free AI assessment](#)

Your AI Quick Wins — Check off as you implement

Start with items 1–3 for the fastest time savings. Work through the rest at your own pace.

1

Set up a missed-call text-back system

Saves 3–5 hrs/wk

When you miss a call, an AI automatically texts the customer within 60 seconds to keep them engaged.

2

Add an AI chatbot to your website

Saves 2–4 hrs/wk

Answers FAQs, captures leads, and books appointments 24/7 — even when you're not available.

3

Automate your appointment reminders

Saves 1–2 hrs/wk

Send automatic SMS/email reminders 24hrs and 1hr before appointments. Drastically reduces no-shows.

4

Set up a quote follow-up sequence

More revenue

Automatically follow up on unanswered quotes at 3, 7, and 14 days. More closes with zero effort.

5

Automate your review requests

Builds trust

Every closed job triggers a text asking for a Google review. Your rating climbs on autopilot.

6

Use AI to create your marketing materials

Saves 3+ hrs/wk

Flyers, social posts, and email campaigns produced in minutes using AI tools — on-brand every time.

7

Set up an automated lead capture form

More leads

Replace your contact page with a smart form that qualifies leads and alerts you instantly.

■ Pro tip from SEK Automation Group:

Start with items 1 and 2. Most clients recover the cost of their entire automation setup in the first month just from missed calls they would have lost.

Complete the final 3 items

- 8

Automate your invoicing and payment reminders Saves 2 hrs/wk

Auto-send invoices after job completion and follow-up reminders for unpaid invoices.
- 9

Build a weekly automated business report Better decisions

Get a summary of revenue, leads, jobs, and key metrics delivered to your inbox every Monday morning.
- 10

Connect all your tools with a central automation hub Saves 5+ hrs/wk

Use a platform like Zapier or Make to connect your CRM, calendar, email, and invoicing into one flow.

Quick-start priority guide

Not sure where to begin? Use this 3-phase approach.

Phase 1 — Week 1	Phase 2 — Month 1	Phase 3 — Month 2
<h3 style="margin: 0;">#1–3</h3> <p style="font-size: 0.8em; margin: 5px 0;">Missed-call text-back, website chatbot, appointment reminders. Highest ROI. Fastest to set up. Start here.</p>	<h3 style="margin: 0;">#4–6</h3> <p style="font-size: 0.8em; margin: 5px 0;">Quote follow-up, review requests, AI marketing materials. Builds revenue pipeline and online reputation.</p>	<h3 style="margin: 0;">#7–10</h3> <p style="font-size: 0.8em; margin: 5px 0;">Lead capture, invoicing, reporting, full automation hub. Connects everything. This is where you get your time back for good.</p>

Ready to implement this — but don't want to do it alone?

SEK Automation Group sets up everything on this checklist for you — done-for-you, explained in plain English, running within days.

[Get Your Free AI Assessment →](#)

sekautomationgroup.com • No pressure. No tech jargon. Just honest recommendations.