

# Small Business AI Adoption Guide

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**Quick Answer.** Small business AI adoption succeeds when the owner picks one workflow, one tool, and one measurement, then expands only after proof. This guide walks that disciplined path step by step.

## The Starter Workflows

- Lead capture and acknowledgement with automated qualification
- Follow-up sequences across email and SMS
- Meeting notes, summaries, and next-step extraction

## Tool Selection Rules

- Prefer tools that export your data cleanly
- Avoid tools that require rebuilding existing workflows from scratch
- Pilot before annual commitment whenever possible
- Choose one tool per job, not three competing tools

## Honest ROI

Measure hours saved per week and dollars captured per month. Subtract subscription cost and learning time. If the net is positive after 90 days, expand. If not, switch or retire.

## How To Use It

- 1 Pick one starter workflow
- 2 Choose one tool that meets the selection rules
- 3 Pilot for 30 days with a written success metric
- 4 Decide expand, refine, or retire based on the measurement

## Related Framework

This guide is most often paired with LocalAI Catalyst™, Iron Eagle's AI Audit System.

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