

AI Onboarding Checklist: Your First 30 Days with a Human Co-Pilot

☐ Step 1: Strategize & Assign (Week 1)

- Assign an Owner: Who is accountable for this project? (e.g., Yourself, a team member, or an agency partner like Subsilio).
- Identify a Task: List 3-5 repetitive tasks. Choose ONE that, if automated, would free up significant time for strategic work.

☐ Step 2: Choose Your Tool (Week 1)

- Research 2-3 AI tools for your chosen task.
- Compare features, pricing, and, most importantly, their integration and oversight capabilities.
- Sign up for a free trial or low-cost plan.

☐ Step 3: Run Your Supervised Pilot (Weeks 2-3)

- Work with your expert to set up the tool with strategic prompts.
- Test it internally. Does the output match your brand and goals?
- Human Oversight is Key: Review 100% of the AI's output initially. Correct and refine.

☐ Step 4: Measure What Matters (Week 4)

- Track time saved AND the quality of the output (e.g., number of *qualified* leads, customer satisfaction).
- Gather feedback from your team. What adjustments are needed?

☐ Step 5: Govern and Grow (End of 30 Days)

- Decide if the ROI is there.
- Create simple guidelines for your team on how to use and oversee the tool.
- Work with your expert to identify the next task to automate strategically.

AI is powerful, but strategy makes it profitable. Contact Subsilio Consulting for a free "AI Readiness" consultation.

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