AI Business Automation Checklist

Complete Guide to Implementing AI Solutions That Actually Work

From ZendeeAI - Step-by-step automation roadmap for real business results

Phase 1: Business Assessment & Planning

â¡ 1.1 Current Process Audit

â¡ Document all repetitive tasks taking more than 30 minutes per week
â¡ List manual processes that cause bottlenecks
â¡ Identify tasks with high error rates
â¡ Note processes that require 24/7 availability
â¡ Calculate time spent on each process weekly

â¡ 1.2 ROI Potential Analysis

â¡ Calculate current labor costs for identified processes
â¡ Estimate time savings with automation $$be conservative$$
â¡ Research automation tool costs
â¡ Project 12-month ROI for each process
â¡ Prioritize by highest ROI and easiest implementation

Phase 2: Quick Wins Implementation

â¡ 2.1 Email Automation Setup

â¡ Implement email autoresponders for common inquiries
â¡ Set up email scheduling and follow-up sequences
â¡ Create email templates with AI assistance
â¡ Automate email sorting and prioritization

â¡ 2.2 Content Creation Automation

â¡ Set up AI writing tools for blog posts and social media
â¡ Create content templates and brand voice guidelines
â¡ Automate social media posting schedules

For the complete 50+ item checklist, visit ZendeeAI.com