AI Readiness Scorecard

Score your business in 5 minutes and see where AI will pay off first.

How to score

For each area, circle how much time it takes you each week and how repetitive it is, using the key below. Multiply the two for the area score.

Weekly time

1. Under 15 minutes a week
2. About 30 minutes a week
3. 1 to 2 hours a week
4. 3 to 5 hours a week
5. 6 or more hours a week

Repetitive

1. Different every time
2. Mostly different
3. About half the same
4. Mostly the same steps
5. The same every time (you could write a checklist)

Example: you spend about 3 hours a week answering emails, and most of them ask the same few questions. That's Weekly time 4 and Repetitive 4, so the score for that area is 16.

Area of your business	Weekly time	Repetitive	Score
Email and messages Replies, follow-ups, scheduling	1 2 3 4 5	1 2 3 4 5	
Social media and marketing Posts, newsletters, promotions	1 2 3 4 5	1 2 3 4 5	
Customer questions and reviews FAQs, review replies, reminders	1 2 3 4 5	1 2 3 4 5	
Quotes and proposals Estimates, proposals, follow-up	1 2 3 4 5	1 2 3 4 5	
Notes and planning Meetings, to-dos, weekly planning	1 2 3 4 5	1 2 3 4 5	
Processes and training How-tos, onboarding, job posts	1 2 3 4 5	1 2 3 4 5	
Numbers and admin Spreadsheets, reports, invoices	1 2 3 4 5	1 2 3 4 5	
Research and decisions Pricing, competitors, big choices	1 2 3 4 5	1 2 3 4 5	

Total score (add all 8) _____ out of 200

What your score means

Under 60

AI will help, mostly with writing. Start with Module 2 and one role.

60 to 120

Lots of repeat work. Expect to get back several hours a week within a month.

Over 120

You're doing a team's worth of routine work. AI can change your week. Start now.

Your top three areas

Write down the three areas with the highest scores. These are where your first AI team members will go.

1

2

3

My biggest time drain right now, and what it costs me each week

What's my hour worth? What you charge per hour, or what you'd pay someone to replace you: _____ per hour.