



Kit & File
DIGITAL WORKSHOP

Small Business AI Kit

Choose, test, and document one useful AI workflow without gambling with customer trust

FREE PREVIEW

What's included in the full kit

- 21-page guide (Letter + A4 PDF)
- 17-page workbook with 16 worksheets (Letter + A4 PDF)
- Prompt library: 10 prompts (PDF)
- 30-day pilot tracker (CSV)
- One-page quick reference (Letter + A4 PDF, plus phone PNG)
- Plus cover art and a README

Free preview · Full kit at kitandfile.com



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Practical Download

1. Start with a Task, Not a Tool

Module 1 of 12

Why This Matters

Buying an AI subscription does not create business value. Begin with a recurring task that already consumes time, has a recognizable output, and can tolerate a draft that a person reviews.



When You're Done

You have one real task to evaluate, described without vendor language.



Do This Now

- 1 Name the recurring task and who currently performs it.
- 2 Estimate frequency, time per occurrence, and the cost of a poor result.
- 3 Describe the output in plain language and identify who uses it next.
- 4 Reject tasks where an unreviewed error could cause serious harm or loss.

Good First Candidate

Drafting a follow-up email from approved meeting notes is easier to test than asking AI to decide which customer receives a refund.



Reflection

Which repeated task is annoying, bounded, and easy for a person to review?