

30-Day AI Adoption Playbook for Business Owners

DAY 1 - GET STARTED

- Use the Secure AI Chat
- Get familiar with how it feels to talk **with** AI, not to AI
- Try out small tasks (save ~5 mins per task)
- Explore different AI models and see which one suits you
- Visit the LMS and complete:
 - AI Champion certification (60 minutes)
 - AI Navigator certification (45 minutes)

DAY 5 - BUILD THE FOUNDATION

- Try all available features (e.g. web search, Microsoft, and CRM integrations)
- Start a list of areas where you'd like AI to help—even if it seems unrealistic now

DAY 10 - TRY USE CASES

- Apply AI to simple, real-world examples:
 - Analyze multiple documents and extract trends
 - Upload a payslip and ask for financial guidance
 - Search potential customer businesses and build an outreach plan
 - Ask AI to generate a professional development plan (e.g. courses, conferences)

DAY 15 - LEVEL UP

- Revisit the Learning Portal and check out the **Quick AI Skills** modules
- When you need to search something—try AI first.

DAY 20 - EXPLORE THE WORKSHOP

- Browse the Workshop and try using some pre-built apps, workflows, and agents
- Use the Hatz Workshop Assistant to build a few workshop items of your own

DAY 25 - DEEPEN YOUR SKILLSET

- Revisit the AI Navigator module about Use Case Ideation and take the list of ideas from Day 5, and turn them into AI workflows or agents in Hatz

DAY 30 - REINFORCE & REFLECT

- Begin to track ROI and impact for each use case
- Apply what you've learned to more advanced workflows and agents
- Identify 2-3 more tasks to delegate to AI within the next month

Keep Going! Maintain AI Momentum

- Track your progress.
- Share learnings with your team.
- Use AI regularly in your workflow.

With your MSP and Hatz AI platform, you're not just learning—you're building an AI-powered business.

Need Support?

Your MSP is here to help at every step. Check in regularly to review your progress or get help unlocking new capabilities. Keep this checklist close. Work through it. And build your AI future—one task at a time.