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FREE SELF-ASSESSMENT

AI Readiness Self-Assessment

Find out where AI will pay off in your business, and what needs to be in place first. 25 statements, about 10 minutes.

A companion to the article “You’re Already Using AI. Here’s How to Make It Pay Off.”
getabsolute.com/ai-readiness-small-business

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How to use this assessment

Most businesses we talk with are already using AI, usually a chat tool someone opens now and then. That's a start, but it rarely changes how the business runs. This assessment shows where you're ready to get real value from AI, and where to shore things up first.

Read each statement and check the box that fits your business today. Be honest: a low score isn't a failing grade, it's a to-do list. If you're not sure, score it 0.

0 = No or not sure | **1 = Partly** true | **2 = Yes**, consistently

1. Workflows

Is there repeatable work AI can take on?

Statement	No 0	Partly 1	Yes 2
We can name the three tasks that eat the most staff time each week.	☐	☐	☐
Those tasks follow a repeatable pattern most of the time.	☐	☐	☐
We know roughly how long each of those tasks takes today.	☐	☐	☐
Mistakes in those tasks are easy to catch before they reach a customer.	☐	☐	☐
Someone on the team has the time and authority to own an AI pilot.	☐	☐	☐
Section subtotal		**____ / 10**	

2. Data

Is your information ready for AI to work with?

Statement	No 0	Partly 1	Yes 2
We know where our customer, job, and financial information lives.	☐	☐	☐
Our key business data is reasonably clean and up to date.	☐	☐	☐
Our information lives in shared systems, not scattered across personal inboxes and desktops.	☐	☐	☐
We know which of our data is sensitive or regulated.	☐	☐	☐
Access to business data is limited to the people who need it.	☐	☐	☐
Section subtotal		**____ / 10**	

3. Tools you already pay for

Are you getting what you already own?

Statement	No 0	Partly 1	Yes 2
We have a current list of the software and subscriptions we pay for.	☐	☐	☐
We know which of those tools already include AI features.	☐	☐	☐
We've checked whether AI features in Microsoft 365, Google Workspace, or our core software are turned on.	☐	☐	☐
Our main systems can connect to other tools through integrations.	☐	☐	☐
Our team uses business-tier AI accounts, not free or personal ones.	☐	☐	☐
Section subtotal		**____ / 10**	

4. Security and policy

Can you use AI without putting data at risk?

Statement	No 0	Partly 1	Yes 2
We have a written AI acceptable use policy.	☐	☐	☐
Employees know what information must never go into an AI tool.	☐	☐	☐
We keep an approved list of AI tools.	☐	☐	☐
We know which AI tools employees are already using on their own.	☐	☐	☐
Multi-factor authentication is on for email and every AI tool we use.	☐	☐	☐
Section subtotal		**____ / 10**	

5. People

Is your team ready to use AI well?

Statement	No 0	Partly 1	Yes 2
Leadership has agreed on what we want AI to accomplish.	☐	☐	☐
Employees have had basic training on using AI safely.	☐	☐	☐
Staff know AI output needs a human check before it's used.	☐	☐	☐
At least a few people on the team are curious about using AI in their work.	☐	☐	☐
We have a way to share what's working so others can copy it.	☐	☐	☐
Section subtotal		**____ / 10**	

Add up your score

Copy each section subtotal below, then add them for a total out of 50.

Section	Your score
1. Workflows	___ / 10
2. Data	___ / 10
3. Tools you already pay for	___ / 10
4. Security and policy	___ / 10
5. People	___ / 10
Total	**___ / 50**

What your score means

0 to 19: Getting started

AI is probably being used in pockets, without much structure. Before buying more tools, put an AI policy in place, switch to business-tier accounts, and pick one task to measure. A few weeks of groundwork now prevents expensive mistakes later.

20 to 34: Building the foundation

You have some of the pieces. Your lowest-scoring section is your next step. Most businesses here are ready for a focused 30-day pilot on one workflow, as long as data and policy gaps are closed first.

35 to 50: Ready to scale

You have the structure to move past one-off tasks. Look at connecting AI to your core systems, building AI agents for repeatable work like lead response and follow-up, and training each team by role.

Whatever your total, look closely at any section scoring 4 or below. That's usually what's holding everything else back.

Plan your first AI pilot

The best first AI project isn't the most impressive one. It's one you can measure within a month. Use this page to plan a small, 30-day pilot on a single task.

The task *One task that happens at least weekly and frustrates the people who do it.*	
How often it happens *Daily, weekly, per customer, per job?*	
Time it takes today *A rough estimate per occurrence or per week is fine.*	
Who does it now *The two or three people who will test the AI-assisted version.*	
Data it touches *What information is involved, and is any of it sensitive?*	
Guardrails *Which approved tool, what data is off-limits, and who checks the output.*	
How we'll measure success *Hours saved, faster response, fewer errors?*	
Decision date *30 days from the start: keep it, adjust it, or drop it.*	

Want a second set of eyes?

At Absolute, we do IT differently. We help East Texas businesses move past "we tried ChatGPT" to AI that's built into real work, starting with an honest look at where it will and won't pay off. Bring this assessment to a conversation and we'll help you pick the right first project.

Call 903-807-0303 or reach out at **getabsolute.com/contact**