A PRACTICAL GUIDE

# AI Automation

## for Small and Medium-Sized Businesses

Saving Time, Cutting Costs
and Growing Faster



Automate



Think smarter



Grow

M. MUSAB

Bibliosage

# AI Automation for Small and Medium-Sized Businesses

*A Practical Guide to Saving Time, Cutting Costs and Growing Faster*

**M. MUSAB**

Engineer · IT Expert · Web Applications Developer

Bibliosage



**AI Automation for Small and Medium-Sized Businesses: A Practical Guide to Saving Time, Cutting Costs and Growing Faster**

Copyright © 2026 M. Musab. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the author, except for brief quotations used in reviews and certain other non-commercial uses permitted by copyright law.

First edition, 2026

Published by **Bibliosage** · Research • Knowledge • Publishing
Hyderabad, Sindh, Pakistan
www.bibliosage.com · bibliosagebooks@gmail.com

Product and company names mentioned in this book may be trademarks or registered trademarks of their respective owners. Their use is for identification and illustration only and does not imply endorsement by, or affiliation with, the author or publisher.

# Important Notice

This book is intended to provide general information about artificial intelligence and business automation. It is not legal, financial, tax, accounting or data-protection advice. For decisions in those areas, consult a qualified professional in your country.

AI tools, features, prices and regulations change frequently. All statistics are drawn from the published sources cited in each chapter's Notes and were accurate to the best of the author's knowledge at the time of writing (2026). Please check current details before making purchasing or compliance decisions.

The short stories that open each chapter and appear in "A Story From the Field" boxes are hypothetical illustrations based on common small-business situations. Names and details are fictional, and any resemblance to real people or businesses is coincidental. Where a story describes a real, publicly reported event, the source is cited in the chapter's Notes.

Code samples, prompts, formulas and screenshots are simplified examples for learning. The code shown is illustrative and not a complete, runnable application, and the app, dashboard and spreadsheet images are mock-ups created for this book, not captures of real software. Test any automation carefully, with non-sensitive data, before using it in your business.

# Contents


Important Notice 3

Introduction: How to Use This Book 6

PART ONE · WHY AI AUTOMATION MATTERS FOR SMES

1 The Small Business Advantage in the AI Era 11

2 AI Automation Explained for Business Owners 24

3 The Real Costs of Not Automating 36

PART TWO · PREPARING YOUR BUSINESS

4 The Business Automation Audit 48

5 Getting Your Data and Systems Ready 59

6 Budgeting and Measuring ROI 69

PART THREE · AUTOMATING EACH AREA OF THE BUSINESS

7 Sales and Lead Management 80

8 Marketing 91

9 Customer Service and Support 101

10 Finance and Accounting 110

11 Operations, Inventory and Supply Chain 120

12 HR and Team Management 129

13 Administration and Documents 139

PART FOUR · TOOLS, VENDORS AND IMPLEMENTATION

14 Choosing the Right Tools 149

15 Build, Buy or Hire Help? 158

16 The Step-by-Step Implementation Roadmap 166

PART FIVE · PEOPLE, RISKS AND RESPONSIBILITY

17 Bringing Your Team Along 177

18 Security, Privacy and Compliance 186

19 Managing Risks and Mistakes ..... 199

PART SIX · INDUSTRY SCENARIOS AND THE ROAD AHEAD

20 Industry Scenarios ..... 210

21 The Future of AI in SMEs ..... 221

22 Your 90-Day AI Automation Action Plan ..... 229

BACK MATTER

Glossary of AI and Automation Terms ..... 239

Tool Directory by Business Function and Budget ..... 245

Starter Prompt Library ..... 251

Templates: Audit Worksheet, ROI Calculator, Vendor Checklist, AI Usage Policy ..... 256

Further Reading and Resources ..... 263

Index ..... 266

About the Author ..... 269

About Bibliosage ..... 270




# Introduction: How to Use This Book

If you run a small or medium-sized business, you have probably been told many times that artificial intelligence will change everything. You may have tried an AI chatbot, been impressed for ten minutes, and then gone back to the pile of invoices, emails and spreadsheets that actually fills your day.

This book is about closing that gap. It is not about the future of humanity or the philosophy of machines. It is about the practical question every owner, founder and manager is asking: **"Which parts of my business can AI and automation take off my hands, how much will it cost, and how do I do it without breaking anything?"**

## What Kind of Book This Is

This is a **planning and oversight guide for business owners and managers**. It shows you how to decide what to automate, build an honest business case, choose tools and partners, set the right controls, launch safely and measure results. It explains each workflow in enough detail for you to specify it, judge a vendor's or freelancer's proposal, and know what "good" looks like.

It is not a step-by-step technical manual. It does not walk you through configuring a particular software product click by click, and the code samples are short illustrations, not working applications. Software menus change too often for that kind of instruction to stay accurate in print. Where hands-on setup is needed, you will either follow your chosen tool's own up-to-date guides or work with someone technical, and this book will help you direct that work and check it.

## Who This Book Is For

This book is written for people who run businesses with roughly 1 to 250 employees: owners, founders, managing partners and department heads. You are busy. You watch costs carefully. You are not a programmer and you don't want to become one. You want clear results without building a technology department, and you want to stay in control of the decisions even when someone else does the technical setup.

If that sounds like you, you are in the right place. Every chapter is written in plain language. Where technical terms are unavoidable, they are explained the first time they appear and collected in the glossary at the back.

## What You Will Find Inside

The book is organized in six parts that follow the natural order of an automation project:

- **Part One: Why AI Automation Matters** explains what has changed, what AI can and cannot do, and what standing still really costs.
- **Part Two: Preparing Your Business** helps you audit your processes, clean up your data and set a realistic budget.
- **Part Three: Automating Each Area** walks through sales, marketing, customer service, finance, operations, HR and administration one by one.
- **Part Four: Tools and Implementation** helps you choose tools, decide whether to build or hire, and roll out changes in stages.
- **Part Five: People, Risks and Responsibility** covers your team, data security, privacy law and the mistakes to avoid.
- **Part Six: Industry Scenarios and the Road Ahead** walks through illustrative scenarios by industry and ends with a complete 90-day action plan.

## How Each Chapter Works

Every chapter follows the same structure, so you always know where to find what you need. Look out for these colored boxes:

📖 **A Story From the Field**
A short, realistic scenario that shows the chapter's ideas at work in a real-world setting.

📊 **By the Numbers**
Key facts and figures from published research, with sources at the end of the chapter.

💡 **Pro Tip**
Practical advice that saves time, money or frustration.

⚠️ **Watch Out**
Common mistakes, risks and lessons learned the hard way.

✍️ **Try This Today**
A short exercise you can complete in under thirty minutes.

🔑 **Key Takeaways**
The chapter's most important points, for quick review.

🚀 **Your Next Step**
One clear action to take before moving on.

## Facts, Figures and Sources

Every statistic in this book comes from a named, published source: government statistics agencies, peer-reviewed research, respected business publications and large industry surveys. Sources are numbered in the text and listed in the **Notes** at the end of each chapter so you can check them yourself.

AI is moving quickly. Tool names, features and prices change every few months, so this book focuses on principles and methods that will stay useful. Where specific tools or prices are mentioned, treat them as examples to check at the time you read, not as permanent facts.

## How to Read This Book

You can read this book from cover to cover, and if you are just starting out, that is the best approach. Parts One and Two build the foundation that the rest of the book relies on.

If you already know what you want to automate, jump straight to the relevant chapter in Part Three. Each one stands on its own. But please don't skip Chapter 4 (the audit) or Chapter 18 (security and privacy). They will save you from the two most common and expensive mistakes: automating the wrong thing, and automating it unsafely.

💡 PRO TIP

### Keep a Notebook Nearby

Each chapter ends with a short action step. Write your answers down, on paper or in a single document. By the time you reach Chapter 22, those notes will have become the first draft of your own automation plan.

Let's begin with the good news: there has never been a better time to be a small business.

PART ONE

# Why AI Automation Matters for SMEs

**Chapter 1** The Small Business Advantage in the AI Era

**Chapter 2** AI Automation Explained for Business Owners

**Chapter 3** The Real Costs of Not Automating




# The Small Business Advantage in the AI Era

*For most of business history, the best tools belonged to the biggest companies. That rule has quietly broken.*

⏱ About 20 minutes  📚 Chapter 1 of 22

**IN THIS CHAPTER YOU WILL LEARN**

- ✓ Why AI has stopped being a big-company privilege, and what the latest numbers really show
- ✓ The specific reasons a small firm can adopt AI faster than a large competitor
- ✓ How a 10-person team can gain real capacity from automation, and what that looks like in daily practice
- ✓ Where to point your first hour of AI effort for the quickest return

📖 **A STORY FROM THE FIELD**

## A Tuesday Morning in Two Companies

Sara runs a twelve-person kitchen and bath supply business. Every Monday her sales coordinator used to spend most of the day copying inquiries from the website, Facebook and email into a spreadsheet, then writing quotes by hand. By the time a quote went out, it was often Wednesday.

Across town, a national chain with three hundred staff had a whole department for this. Their quotes went out faster, so they won more of the jobs. Sara assumed that was simply the price of being small.

Last spring she set up a simple automation. Every inquiry now lands in one list, an AI assistant drafts the first quote from her price sheet, and her coordinator checks and sends it. Quotes now go out the same afternoon. Nothing about her team changed except the hours they spend on copying and pasting. Her win rate on quoted jobs climbed for three months running, and her coordinator now spends Mondays calling back the customers most likely to buy.

Stories like Sara's are no longer unusual. They are becoming the normal way a well-run small business operates. This chapter explains why the timing is right, why being small is now an advantage rather than a handicap, and what changes when your team stops doing work a machine can do.

## Why AI Is No Longer Only for Big Corporations

Ten years ago, "artificial intelligence" in business meant data scientists, expensive servers and projects measured in millions of dollars. If you ran a dental clinic, a bakery or a ten-person accounting firm, AI was something you read about in magazines. It was not something you used on a Tuesday afternoon.

Three things changed that picture, and all of them happened quickly.

**First, the price collapsed.** The most capable AI assistants on the market are now sold as monthly subscriptions that typically cost about the same as a business phone line, roughly $20 to $30 per user per month for paid business plans, and many of them offer a free tier. You don't buy servers. You don't hire a data scientist. You log in.

**Second, AI arrived inside the software you already pay for.** Your email platform, accounting package, CRM, website builder and even your phone system are adding AI features to the products you already use. In many cases you don't have to "adopt AI" as a separate project. You switch on a feature that is already sitting in your account.

**Third, the interface became plain language.** You no longer need to write code to tell a computer what to do. You can type, or say, "Summarize these twenty

customer reviews and tell me the three most common complaints," and get a useful answer in seconds.

📌 SMALL BUSINESS AI ADOPTION AT A GLANCE

**58%**
of US small businesses said they use generative AI in 2025, up from 23% in 2023[1]

**75%**
of SMBs worldwide are at least experimenting with AI[2]

**41%**
of the US workforce used generative AI for work by late 2025[3]

## The adoption numbers, read carefully

You will see wildly different figures for "how many small businesses use AI," and it is worth understanding why before you quote any of them to your team or your bank.

The **US Chamber of Commerce** asked small business owners whether they use generative AI tools. In its 2025 *Empowering Small Business* report, 58% said yes, compared with 40% in 2024 and just 23% in 2023.[1] That is more than a doubling in two years.

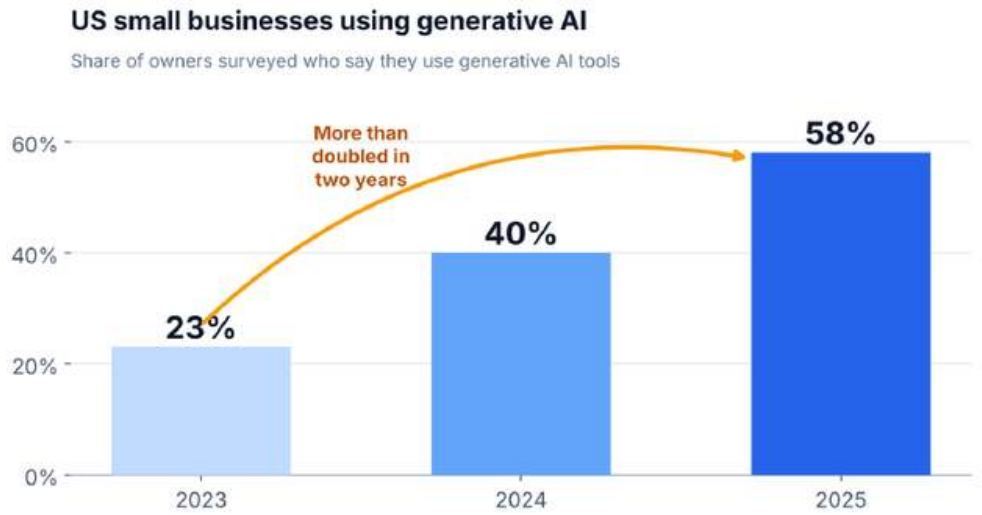


**Figure 1.1** Generative AI use among US small businesses more than doubled in two years. Source: US Chamber of Commerce, Empowering Small Business reports.

The **US Census Bureau** measures something different. It surveys businesses of all sizes, not just small-business owners, and weights the answers to represent the

whole economy. In November 2025 it changed its question: businesses are now asked whether they used AI "in any of its business functions" during the previous two weeks (earlier rounds asked only about AI used "in producing goods or services"). Under the new wording, reported use ranged from about 17% to 20% of businesses between December 2025 and May 2026, with the largest firms (250 or more employees) at about 37%.[4]

In Europe, **Eurostat** reports that 20% of enterprises with ten or more employees used at least one AI technology in 2025, up from 13.5% in 2024 and about 8% in 2023.[5] The size gap is clear: 55% of large enterprises use AI, compared with 30.4% of medium-sized firms and 17% of small ones.[5]

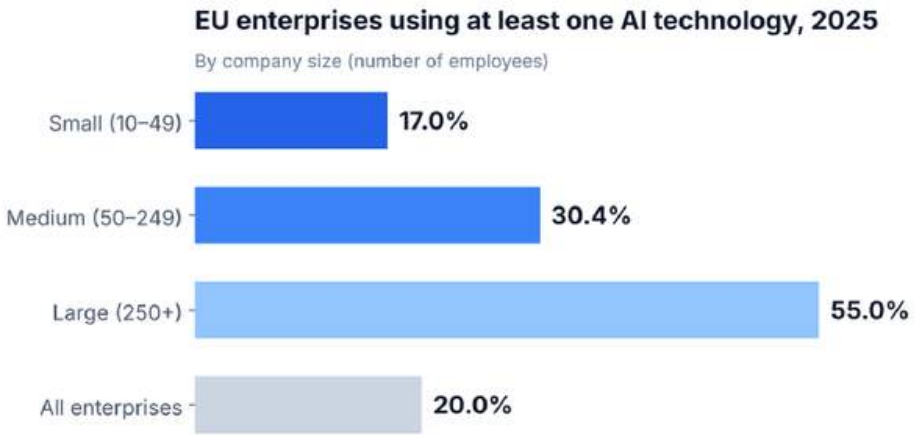


**Figure 1.2** The AI gap by company size in the European Union, 2025. Small firms trail large ones, which is exactly where the opportunity lies. Source: Eurostat, 2025.

💡 PRO TIP

### How to Read These Numbers

These figures should not be compared directly. The surveys ask different people (owners, workers or whole businesses), use different definitions of AI and of "small," cover different time periods and weight their results differently. A Chamber of Commerce survey of small-business owners and a Census survey of all businesses will never produce the same number. What the surveys do agree on is the direction: AI use is rising quickly, and larger firms still use it more than smaller ones. None of them, on its own, tells you how many firms have built AI into their daily operations. That is the gap this book is about: moving from occasional use to dependable, everyday systems.

### The businesses that matter most to the economy

None of this would matter much if small firms were a side note in the economy. They are not. The US Small Business Administration counts more than **36.2 million small businesses** in the United States. They make up 99.9% of all US firms and employ 62.3 million people, about 45.9% of the private-sector workforce (the SBA's 2026 summary, based on 2022 employment data).[7] The European Union has around **34 million SMEs**.[6] Each of these sources defines "small" differently, and none of these national counts matches the audience of this book exactly: businesses with roughly 1 to 250 employees.[12] Globally, the World Bank estimates that SMEs represent about 90% of businesses and more than half of all employment.[8]

In other words, if AI only helped big companies, it would leave out most of the world's businesses and nearly half of its workers. The tools now available are built for exactly this huge, underserved market, which is why vendors are competing so hard for your attention.

## How SMEs Can Move Faster Than Large Competitors

Here is something large companies rarely admit in public: buying AI tools is easy for them, but **changing how they work** is painfully slow.

A bank or a national retailer that wants to automate customer emails must pass the idea through IT, security, legal, compliance, procurement, the works council or union, and at least two layers of management. Pilots take quarters. Rollouts take years. New tools often have to connect to systems built decades ago.

You don't have those problems. If you own the business, the approval chain might be you and one other person.




**Figure 1.3** The same automation idea travels a very different path in a large corporation and a small business.

## Five built-in advantages of being small

1. **Short decision chains.** You can test an idea on Monday and decide by Friday whether to keep it.
2. **Fewer legacy systems.** Many small firms run on modern, cloud-based tools that already connect to each other. Large firms often run on older software that is hard to plug into.
3. **You know every process personally.** You don't need a consultant to map how an order flows through the business. You have probably handled every step yourself.
4. **Small, contained experiments.** A well-scoped pilot in a ten-person firm can be tested with a few hours and a monthly subscription. Mistakes are not automatically cheap for a small business, though: an error that reaches customers or money can hurt a small firm badly, which is why later chapters insist on testing and limits.
5. **Close customer relationships.** When AI takes over the routine work, a small firm can reinvest that time in personal service, something big competitors

struggle to scale.

> “
> Large companies have the budget to buy AI. Small companies have the freedom to use it.

### Speed beats size, but only if you actually move

The advantage of agility only counts if you use it. Salesforce's survey of 3,350 small and medium business leaders, carried out in late 2024, found a sharp divide between growing and declining firms. Among growing SMBs, 83% were already using AI, and 78% planned to increase AI investment in the next year, compared with just 55% of declining SMBs. Growing SMBs were also about twice as likely to have an integrated set of business tools (66% versus 32%).[2]

That last number matters as much as the AI figure. The businesses that pull ahead are not the ones with the flashiest chatbot. They are the ones whose systems talk to each other, so that information entered once flows everywhere it is needed. We will come back to this in Chapter 5.

⚠ WATCH OUT

**Agility Is Not a Strategy on Its Own**

Moving fast without direction just creates a pile of half-used subscriptions. Before you buy anything, you need to know which tasks are worth automating. Chapter 4 gives you a simple audit to work that out. For now, resist the urge to sign up for every tool you read about this week.

## How a 10-Person Team Can Gain Real Capacity

You may have heard the phrase “small teams, big output.” It sounds like marketing. In practice, it comes down to plain arithmetic about hours.

Think about how a typical employee's week is actually spent. In Asana's 2021 *Anatomy of Work* survey of more than 13,000 knowledge workers, respondents

reported spending about **60% of their time on "work about work"**: chasing updates, searching for files, switching between apps and sitting in status meetings, rather than doing the skilled job they were hired for.[9] An older McKinsey study (2012) estimated that "interaction workers," people whose jobs are mostly communication and coordination, spent about 28% of their working week on email and nearly 20% searching for and gathering information.[10]

These are historical survey figures, not a measurement of your business, and not all of that time can be removed by AI. But every owner recognizes the pattern. Your best salesperson is updating spreadsheets. Your bookkeeper is retyping receipts. Your operations manager is answering the same "where is my order?" question twenty times a day.




**Figure 1.4** Where the hours go. Automating routine work releases time for the work that grows the business.

## The multiplier, explained

Imagine a ten-person team where each person spends just **eight hours a week** on routine tasks that can be automated. That figure is an illustration, not a measurement; your task log will give your real number. Here is what reclaiming that time would add up to:

| Item | Calculation | Result |
|---|---|---|
| **Hours freed per person per week** | 8 hours | 8 |
| **Hours freed across the team per week** | 8 × 10 people | 80 hours |
| **Equivalent full-time staff** | 80 ÷ 40-hour week | 2 extra people |
| **Hours freed per year** | 80 × 48 working weeks | 3,840 hours |

That is the capacity of two full-time people, freed up without hiring anyone. It is capacity, not cash: payroll stays the same unless that time is put to work on sales, service or growth, a distinction Chapter 6 explains. And this assumes only routine work is touched. When AI also *speeds up* skilled work, the gains grow further. In a well-known study of 5,179 customer support agents (the 2023 working-paper version), access to an AI assistant raised the number of issues resolved per hour by about 14% on average, and by 34% for newer, less experienced staff.[11]

So automation won't magically multiply your headcount. What happens is more interesting. Each person gets to work at the top of their skill. The coordinator becomes a sales follower-upper. The bookkeeper becomes a cash-flow advisor. The owner gets their evenings back.

> 📊 **BY THE NUMBERS**
>
> **82%** of AI-using US small businesses in the US Chamber of Commerce survey reported that they *increased* their workforce over the previous year.[1] That is a self-reported survey result: it shows that AI use and hiring can go together, but it does not prove that AI caused the growth, or that no individual job changed. Chapter 17 covers how to have that conversation honestly with your team.

## What it looks like on an ordinary day

Here is a before-and-after picture of one morning in a small professional services firm. None of these automations is exotic. Each one can be set up in an afternoon with tools that cost less than a team lunch per month.

| Task | Before automation | After automation |
|---|---|---|
| **New website inquiry** | Copied by hand into a spreadsheet the next day | Added to the CRM instantly, with an AI-drafted reply ready for review |
| **Meeting notes** | Written up from memory, often never shared | AI transcript and summary emailed to attendees within minutes |
| **Invoice reminders** | Owner sends them when she remembers | Polite reminders go out automatically at 7, 14 and 30 days |
| **Weekly report** | Two hours of copying numbers on Friday | Dashboard updates itself; AI writes a one-paragraph summary |
| **Customer FAQ emails** | Answered one by one | AI suggests answers from the firm's own help notes; staff approve |

✍ TRY THIS TODAY

## Try This Today: Your First 15 Minutes

You don't need a strategy document to start learning. Open any reputable AI assistant your business already has access to and try this prompt with a real, non-confidential task:

→ "I run a [type of business] with [number] staff. Here is a customer email I received: [paste email with personal details removed]. Draft a friendly, professional reply in under 120 words. Use plain English and end with a clear next step."

Read the result critically. What did it get right? What would you change? That small experiment teaches you more about AI's strengths and limits than an hour of reading.

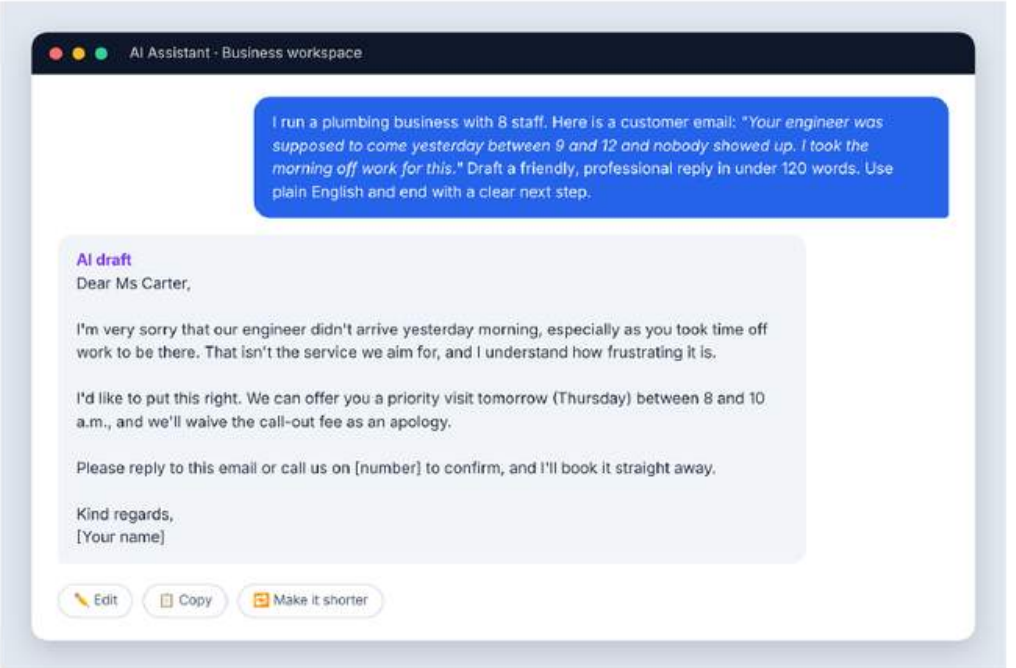


**Figure 1.5** A simple, safe first prompt. Notice how the request gives the AI context, a task, a length limit and a tone.

## Where Should You Start?

The rest of this book walks you through a full process: auditing your business, preparing your data, choosing tools, automating each department and managing the risks. But it helps to know from the start where small businesses usually see the fastest wins. Across surveys and real-world case studies, the early winners cluster in four areas:

- **Customer communication:** drafting replies, answering common questions, sending follow-ups.
- **Admin and documents:** meeting notes, summaries, form filling and email sorting.
- **Sales follow-up:** capturing every lead and responding to it quickly.
- **Getting paid:** invoices and payment reminders that go out on time, every time.

Each of these has three things in common. The task is frequent, the rules are fairly clear, and a mistake is easy to spot and fix. That combination makes them ideal first projects.

🔑 KEY TAKEAWAYS

- ✔ AI has moved from expensive custom projects to affordable subscriptions and features built into everyday software.
- ✔ Survey figures vary because they ask different questions, but the trend is clear: use among small businesses has risen sharply since 2023.
- ✔ The cited surveys document growing AI use; they do not measure how many firms have built it into daily operations. Embedding AI carefully in real workflows is where the opportunity lies.
- ✔ Small businesses can move faster than large ones because of short decision chains, modern systems and small, contained experiments.
- ✔ Freeing even eight routine hours per person per week gives a ten-person team the capacity of two extra full-time staff.

🚀 YOUR NEXT STEP

Before you read Chapter 2, write down the **three tasks you personally do every week that you most wish you never had to do again.** Be specific: "copying online orders into the delivery sheet" is better than "admin." Keep this list nearby. By the end of Part Two, you will know which of them to automate first.

## Notes

1. U.S. Chamber of Commerce Technology Engagement Center, *Empowering Small Business: The Impact of Technology on U.S. Small Business*, 2025 edition (survey by Teneo Research). uschamber.com/technology/artificial-intelligence/u-s-chambers-latest-empowering-small-business-report-shows-majority-of-businesses-in-all-50-states-are-embracing-ai

2. Salesforce, *Small and Medium Business Trends Report*, 6th edition; survey of 3,350 SMB leaders, August–September 2024. salesforce.com/news/stories/smbs-ai-trends-2025

3. Board of Governors of the Federal Reserve System, "Monitoring AI Adoption in the U.S. Economy," FEDS Notes, April 3, 2026 (citing the Real-Time Population Survey). federalreserve.gov/econres/notes/feds-notes/monitoring-ai-adoption-in-the-u-s-economy-20260403.html

4. U.S. Census Bureau, "Large Firms With at Least 20 Employees Biggest AI Users," America Counts, May 26, 2026 (Business Trends and Outlook Survey); and U.S. Census Bureau, "AI Question Wording Updates," November 2025. census.gov/library/stories/2026/05/ai-use-businesses.html

5. Eurostat, "Use of artificial intelligence in enterprises," Statistics Explained, data extracted December 2025. ec.europa.eu/eurostat/statistics-explained/index.php?title=Use_of_artificial_intelligence_in_enterprises

6. European Commission, "Commission reports show continued growth of European SMEs and highlight challenges for women entrepreneurs," June 22, 2026 (Annual Report on European SMEs). single-market-economy.ec.europa.eu/news/commission-reports-show-continued-growth-european-smes-and-highlight-challenges-women-entrepreneurs-2026-06-22_en

7. U.S. Small Business Administration, Office of Advocacy, *Frequently Asked Questions About Small Business*, February 2026. advocacy.sba.gov/2026/02/03/frequently-asked-questions-about-small-business-2026

8. World Bank, "Small and Medium Enterprises (SMEs) Finance," worldbank.org/en/topic/smefinance.

9. Asana, *Anatomy of Work Index 2021*, survey of more than 13,000 knowledge workers. asana.com/resources/anatomy-of-work-index

10. McKinsey Global Institute, *The Social Economy: Unlocking Value and Productivity Through Social Technologies*, July 2012. mckinsey.com/industries/technology-media-and-telecommunications/our-insights/the-social-economy

11. Erik Brynjolfsson, Danielle Li and Lindsey Raymond, "Generative AI at Work," NBER Working Paper 31161, April 2023 (figures quoted are from this working-paper version; a revised version was later published in *The Quarterly Journal of Economics*). doi.org/10.3386/w31161

12. Survey definitions differ: Salesforce surveyed firms with 200 or fewer employees; Eurostat covers enterprises with 10 or more persons employed; the SBA counts firms under US size standards (generally fewer than 500 employees); the Census survey covers businesses of all sizes.

A PLANNING GUIDE FOR OWNERS

# Let machines do the busywork. Spend your time growing the business.

You run a small or medium-sized business. You've heard that AI will change everything, but you need to know something more practical: which parts of your work it can take off your hands, what it will cost, and how to start without breaking anything.

This book answers those questions in plain language. Drawing on published research and illustrative scenarios from shops, clinics, restaurants, factories and professional firms, it shows you how to decide what to automate, build an honest business case, choose tools and partners, set the right controls and measure results, whoever does the technical setup.

- ✓ Find the tasks worth automating first
- ✓ Plan automation for sales, service, finance and admin
- ✓ Protect your data and your customers
- ✓ Build a business case and measure ROI
- ✓ Choose tools and partners with care
- ✓ Follow a complete 90-day action plan

| 22 | 68 | 30 | 90 |
|---|---|---|---|
| practical chapters | diagrams and charts | starter prompts | day action plan |


ABOUT THE AUTHOR



## M. Musab

An engineer, IT expert and web applications developer, M. Musab helps businesses connect the systems they already use, automate repetitive work and introduce AI safely, with people kept in charge of the decisions that matter.



Bibliosage

RESEARCH • KNOWLEDGE • PUBLISHING

www.bibliosage.com

Business · Technology