Less admin. More time for what matters.

A practical starting point for small and medium businesses exploring AI.

- [ ] **Start with your people and their work**
  Choose one task that takes time away from your core business or customers. AI can help summarise information, prepare drafts and organise routine work.

- [ ] **Explore what you already have**
  Review existing software, subscriptions and access. Agree what a useful improvement would look like before adding another tool.

- [ ] **Try one manageable use**
  Start with fictitious or approved information, such as a routine document draft. Compare time saved with checking, errors, rework and cost.

- [ ] **Understand how information is handled**
  Review the exact product and plan: storage and processing locations, access, retention, deletion and training use. Australian storage alone does not mean all processing stays here.

- [ ] **Consider privacy and industry requirements**
  Your advisers can confirm applicable privacy laws, industry rules, notices and consent, including for recordings. Some sectors have extra obligations even for small businesses.

- [ ] **Keep people in control**
  Agree access permissions and approvals before connecting tools or agents. People check facts, confirm decisions and next steps. Keep a way to pause the workflow and work manually.

- [ ] **Build on what works**
  Give your team guidance and review the results together. Expand only where the benefit is clear, with safeguards that suit the information and actions involved.

Support when you need it

CCC can help explore tools, understand settings and put practical safeguards in place. We provide technology support, not legal advice or a compliance audit. Your legal, compliance or industry advisers should confirm requirements and the suitability of your approach.

Our first task: _____ Owner: _____ Review date: _____

Official help: OAIC AI privacy | ACSC AI security

Companion guide: Business AI support: coolcatscomputers.com.au/business/#ai-adoption