MARY CREATES AI

AI Business Starter Guide

A practical starting point for using AI to save time, improve productivity, and build smarter business systems.

Making AI Simple. Creating Smarter Businesses.
Practical AI. Real Results.

Designed for small businesses, entrepreneurs, startups, professionals, and organizations that want a clear, practical way to begin with AI.

Mary Creates AI

Practical AI solutions, automation, education, and digital tools for real work.

Start with the problem, not the technology

AI does not have to be complicated. The most useful starting point is not chasing every new tool - it is identifying a real business challenge, choosing an appropriate solution, and using it in a way that supports people and measurable outcomes.

Mary Creates AI exists to make AI understandable, accessible, useful, and practical. This guide gives you a simple framework for deciding where AI can help and what to do next.

What AI can help you improve

• Save time on repetitive work.

• Improve business efficiency and productivity.

• Create and organize useful business content and documentation.

• Support research, knowledge management, and everyday decision preparation.

• Build more consistent workflows and customer-support processes.

• Develop future-ready AI skills while keeping human judgment in the loop.

A simple rule

If a task is repetitive, information-heavy, time-consuming, or difficult to keep consistent, it may be worth exploring whether AI or automation can support it.

The 4-step practical AI framework

Use this framework before investing time or money in a new AI tool.

01	**Discover** Identify the goal, challenge, repetitive task, or process that needs improvement.
02	**Design** Decide where AI, automation, training, or a knowledge system could create meaningful value.
03	**Implement** Start with one focused use case. Configure the tool or workflow, test it, and document how it should be used.
04	**Support** Gather feedback, review results, improve the workflow, and help the people using it build confidence.

Your first AI opportunity

Choose one process that happens often enough to matter but is simple enough to test safely. A small, useful win is a stronger foundation than a large, vague AI project.

AI opportunity worksheet

Use these prompts to turn a vague idea into a practical use case.

1. What takes too much time?

List one repetitive or information-heavy task.

2. What result do you want?

Examples: faster turnaround, better consistency, less manual work, clearer documentation.

3. Who uses the process?

Identify the people who will create, review, approve, or receive the output.

4. What information is involved?

Note the documents, data, instructions, or knowledge the process depends on.

5. What must remain human-led?

Identify decisions, approvals, sensitive situations, or professional judgment that should not be delegated blindly.

6. How will you know it helped?

Choose a practical measure such as time saved, fewer repeated steps, improved consistency, or user feedback.

Practical places to start

The right use case depends on your goals and workflow. These examples reflect the types of practical AI support Mary Creates AI is designed around.

Business productivity

Drafting and organizing documentation, research assistance, knowledge management, and workflow optimization.

Automation

Reducing repetitive steps in business processes, email workflows, customer support, and other repeatable tasks.

AI assistants & knowledge systems

Creating custom assistants or knowledge bases that make approved organizational information easier to access.

Training & AI literacy

Helping teams and individuals understand AI, prompting, appropriate use, and practical applications.

Content support

Assisting with marketing content, blog drafts, social content, scripts, presentations, and AI-assisted design.

Important: AI should support good work, not replace appropriate judgment.

Privacy, transparency, security awareness, appropriate use, limitations, and human oversight matter. Avoid putting sensitive or confidential information into tools unless you understand and approve how that information is handled.

How to choose an AI tool

Do not choose a tool simply because it is popular. Choose it because it fits the job.

Question	What to check
Purpose	Does it solve the specific problem you identified?
Ease of use	Can the people who need it use it confidently?
Information	Can it work with the documents or knowledge required for the task?
Privacy & security	Is its handling of business information appropriate for your use case?
Human oversight	Can important outputs be reviewed before they are used?
Workflow fit	Does it reduce steps, or does it create extra work?
Value	Is the expected benefit worth the cost, setup, and maintenance?

Keep it simple

Start with the smallest toolset that can produce a useful result. Add complexity only when the workflow proves that it needs it.

Your 7-day AI starter plan

One focused week is enough to move from 'I should use AI' to a real first experiment.

01	**Day 1** Choose one business problem or repetitive task.
02	**Day 2** Write down the current steps and where time or effort is being lost.
03	**Day 3** Identify one AI or automation approach that could support the process.
04	**Day 4** Test the approach using non-sensitive sample information.
05	**Day 5** Review the output for accuracy, usefulness, consistency, and risks.
06	**Day 6** Improve the instructions or workflow and document the new process.
07	**Day 7** Decide whether to keep, change, expand, or stop the experiment based on the result.

AI readiness checklist

Before you scale an AI workflow, check the basics.

■ We can clearly explain the business problem we are solving.

■ We know who owns and reviews the workflow.

■ We understand what information the AI system will use.

■ We have considered privacy, security, and appropriate use.

■ Important outputs receive human review where needed.

■ The workflow is easier or more useful than the old process.

■ We have a simple way to measure whether it is helping.

■ We will review and improve the workflow over time.

What success looks like

A successful first AI project does not need to be dramatic. It should make a real task clearer, faster, more consistent, or easier to manage - while keeping appropriate human oversight.

Ready to build smarter?

Mary Creates AI helps businesses, healthcare organizations, entrepreneurs, educators, and professionals adopt AI with confidence through practical consulting, automation, training, and custom AI solutions.

AI Training & Workshops

Build AI confidence through practical, accessible learning.

Custom GPT & Knowledge Base Development

Turn approved organizational knowledge into accessible intelligence.

Business Automation

Reduce repetitive work with practical AI-assisted workflows.

Healthcare AI Solutions

Support appropriate healthcare education, knowledge, workflow, and operational use cases.

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This guide is educational and intended as a practical starting point. AI outputs can be incomplete or inaccurate; review important information and use appropriate professional or human judgment.