AI-Ready & Locked Down

The small business cheat sheet: get ready for AI and protect what you have built, inside and out.

THE OFFENSE

Get AI-Ready

- **Find where AI lives.** List every tool, who uses it, and what data it sees.
- **Build a walled garden.** Two or three approved tools on business accounts. This cuts shadow use ~89%.
- **Write a one-page policy.** Approved tools, data red lines, human-in-the-loop, who to ask.
- **Train your people.** A 60-minute, job-specific session beats any software you buy.
- **Ship one real win.** Pick a time-sucking task, let AI take a swing, measure the hours saved.

THE DEFENSE

Protect Your Assets

- **MFA everywhere.** The cheapest way to stop a stolen password from becoming a stolen business.
- **Least-privilege access.** People reach only the data their job needs. Fewer doors, fewer leaks.
- **Lock down shadow AI.** Clear red lines. Never paste customer data, financials, or passwords into public tools.
- **Guard your IP.** Confidentiality agreements for anyone touching secrets. Name what you protect.
- **Offboard fast.** Cut all access day one. Collect devices. Get a signed certification. Keep the records.

80%
of workers use AI tools nobody approved

$670K
added to the average breach by shadow AI

88/12
88% use AI, only 12% are trained on it

1-in-5
firms already breached via unsanctioned AI

YOUR 30-60-90 DAY PLAN

FIRST 30 DAYS

See & Contain

Inventory where AI lives. Turn on MFA everywhere. Ask the team which tools they actually use.

BY 60 DAYS

Set the Rules

Pick approved tools. Write the one-page AI policy. Run a 60-minute team training.

BY 90 DAYS

Lock It In

Sign confidentiality agreements. Build the offboarding checklist. Tighten access. Ship your first AI win.

Bring this to your stage.

Susan Frew, Google AI Certified keynote speaker, AI business expert, and former INC 5000 CEO. Practical AI for real people doing real jobs.

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Compete on awesome.

AI just got a whole lot more doable.