5 things in your business AI can do this week.

Five jobs worth trying first, what each one needs, and how to start without risking anything.

1. Answer repeat questions in seconds

Customers ask the same dozen questions. AI can draft answers from your own FAQ, pricing and policies, so you review and send instead of typing the same reply again.

You need: Your most common questions and your real answers. **Start by:** Paste your FAQ into an AI tool and ask it to draft replies in your voice.

2. Turn rough notes into quotes and proposals

After a call, jot a few lines. AI turns them into a clean quote or proposal in your format.

You need: One good past proposal to use as an example. **Start by:** Give it your best past proposal, then your notes, and compare the result.

3. Sort and summarize what comes in

Forms, emails and messages pile up. AI can label each one (new lead, support, spam) and give a one-line summary, so you see what needs you first.

You need: A short list of the four or five categories you care about. **Start by:** Run last week's messages through it and check the labels by eye.

4. Pull data out of photos and documents

Receipts, invoices, forms and product photos can become rows in a spreadsheet instead of typing.

You need: Ten sample documents. **Start by:** Try ten, and check every row by hand before trusting it.

5. Write the weekly report

Give AI the week's numbers and ask for a plain summary: what changed, what to watch and what to do next.

You need: A simple export of your numbers. **Start by:** Write one yourself first, so you can judge the AI version.

Three rules that keep it safe

- **Check everything that reaches a customer.** AI writes confidently, even when it's wrong.
- **Keep private data out of tools you haven't vetted.** Read a tool's data policy before you paste anything sensitive.
- **Start with one task.** Measure the time it saves, then add the next.

Want it built into your own software?

Copying and pasting works for a week. After that it's worth building the AI into the tools you already use, so it runs on its own and stops for your approval. That's what we do. Book a free 20-minute call at dizondevelops.pages.dev.