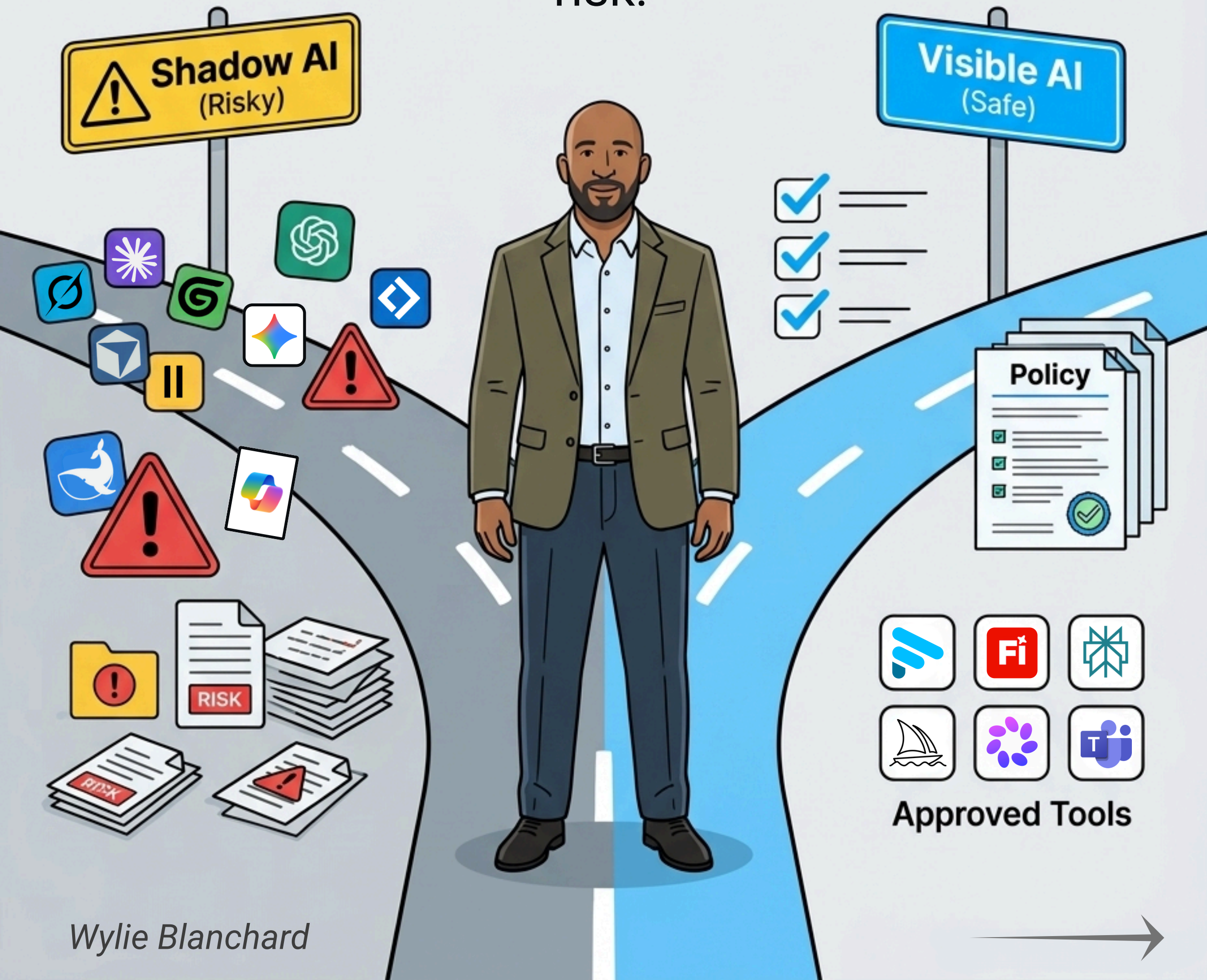
Safe AI Adoption for Business Owners

Make AI useful, visible, and low-risk.



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AI adoption is already happening

Your team may already be using AI.
The question is whether your business can see where.

Employee shortcut → Unknown tool → Unknown data risk

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Banning AI does not remove the risk.

A ban may push AI use further out of sight. The safer path has to be the easier path.

Ban Only

Safe Path

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The SAFER AI Framework

A simple way to make AI visible before it becomes risky.

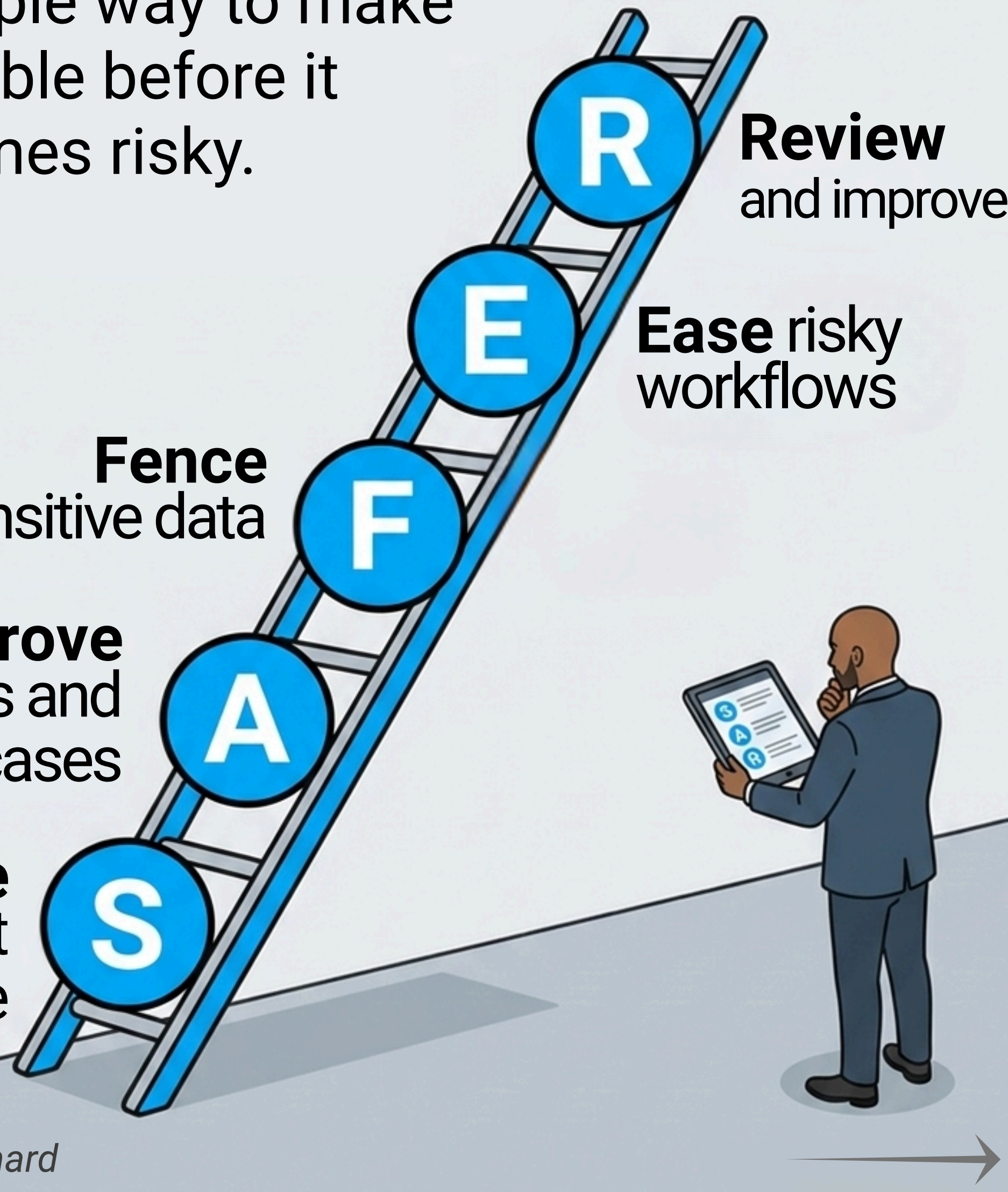
See current AI use

Approve tools and use cases

Fence sensitive data

Ease risky workflows

Review and improve



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Step 1

See current AI use

Before buying more tools, find out where AI is already being used.

What tools are people using?
What tasks are they using them for?
What data might be involved?

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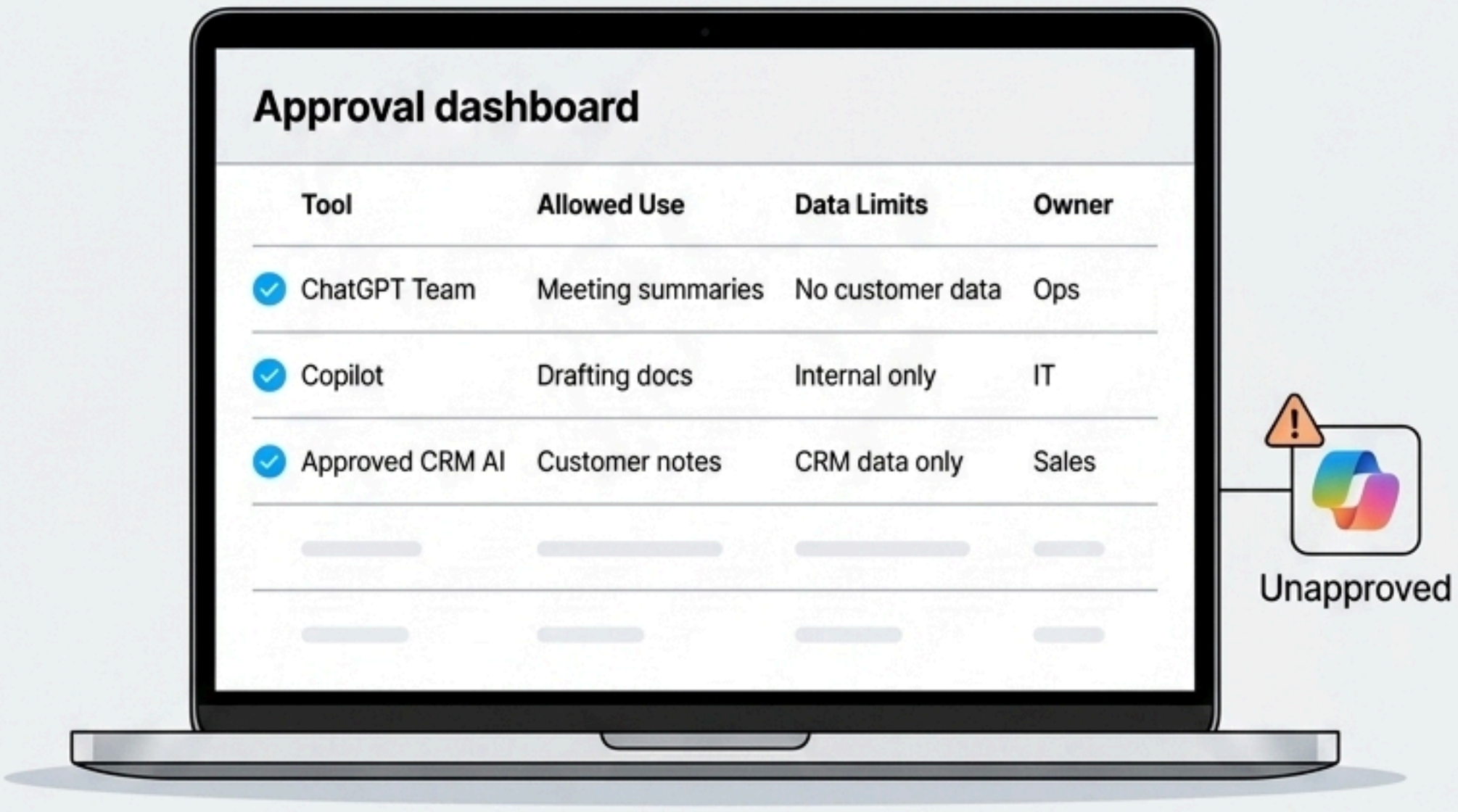
Step 2

Approve tools and use cases

Do not just say "use approved tools." Name the tools. Name the use cases. Name the owner.



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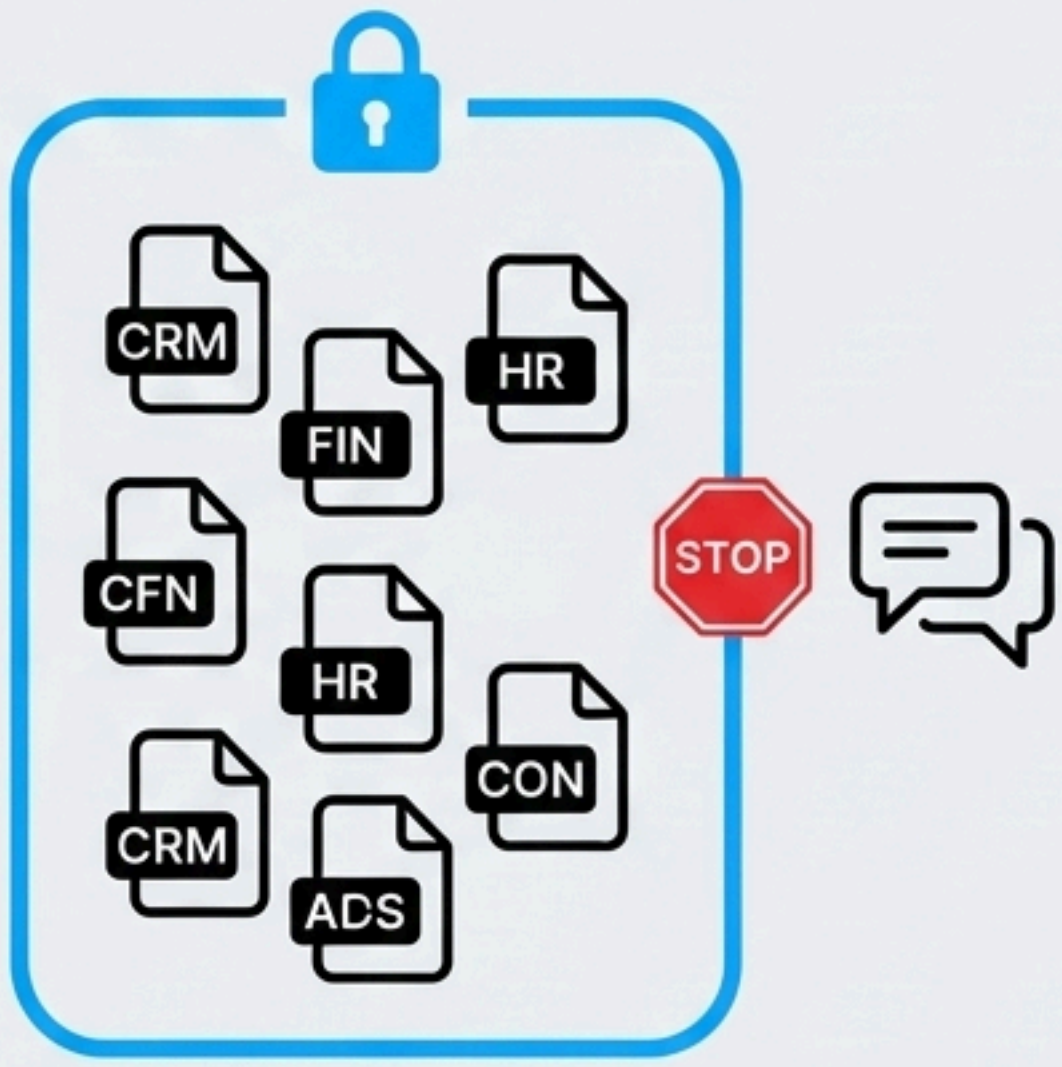
Step 3

Fence sensitive data

Some data should stay out of public AI tools. Make the rule simple enough for the whole team to follow.

- Customer records
- Employee information
- Financial data
- Contracts
- Passwords and access details
- Regulated data



"When in doubt, leave it out."

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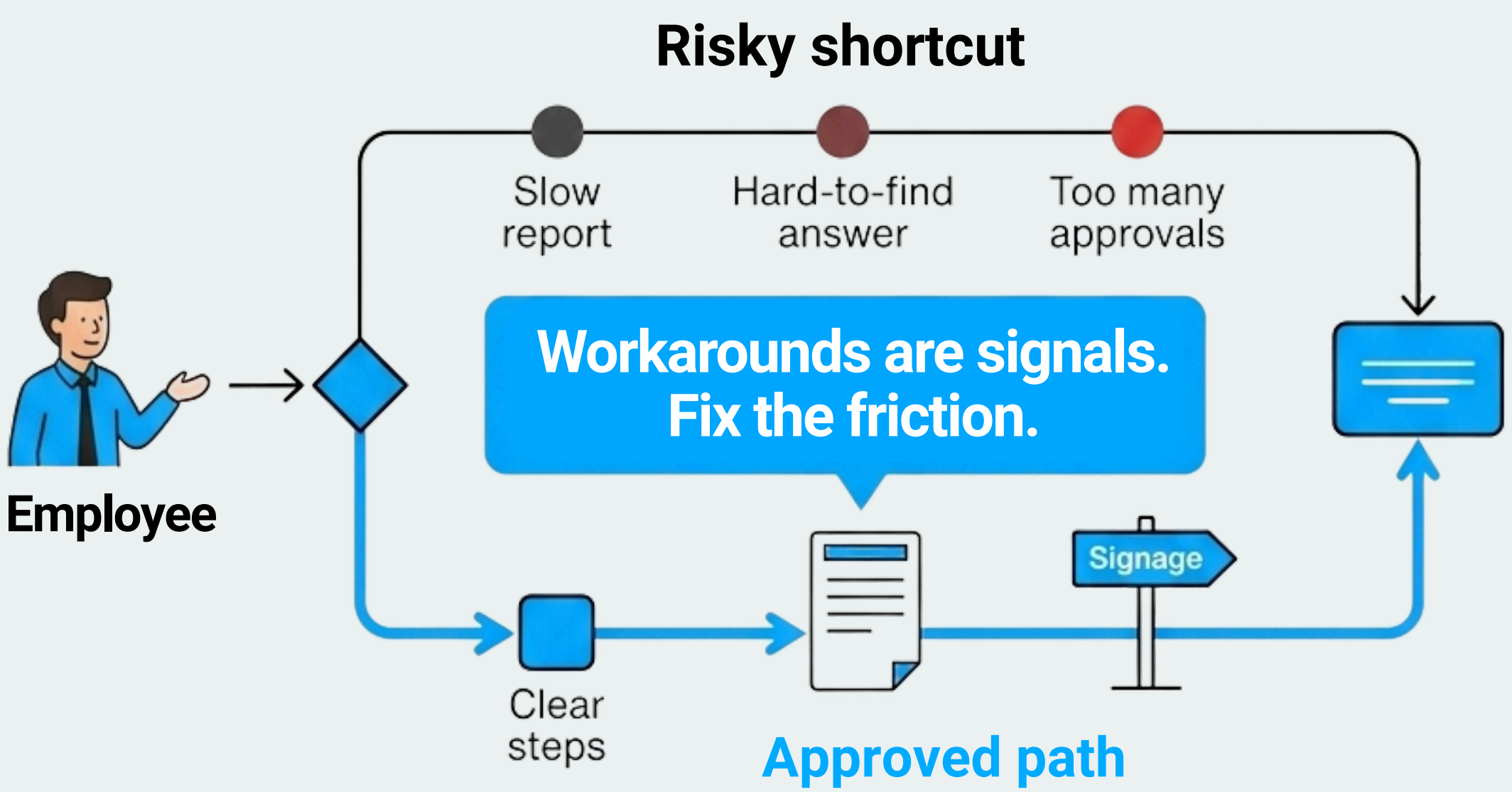
Step 4

Ease risky workflows

Shadow AI often starts with friction.
A task takes too long.
A process is unclear.
An approved option is missing.



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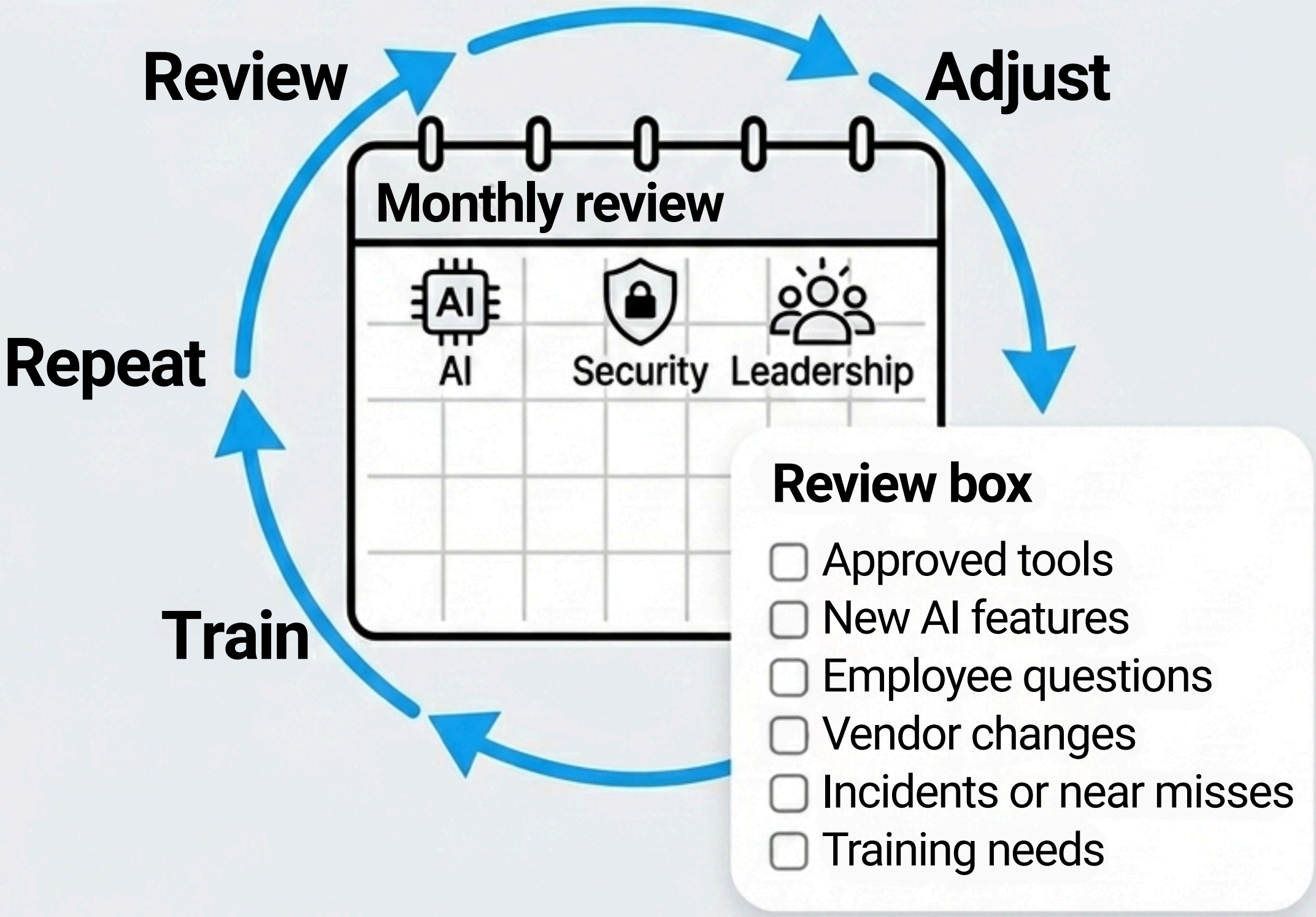
Step 5

Review and improve

AI tools change. Employee behavior changes. Business risk changes. Set a review rhythm before small issues become bigger problems.



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The Safe AI Adoption Checklist

Use this before AI adoption grows faster than your controls.

Checklist

- ✔ Do we know which AI tools are being used?
- ✔ Do we have an approved tool list?
- ✔ Have we named off-limits data?
- ✔ Do employees know how to ask for AI help?
- ✔ Do we know which workflows are creating workarounds?
- ✔ Do we have one owner for AI review?
- ☐ Do we have a review rhythm?

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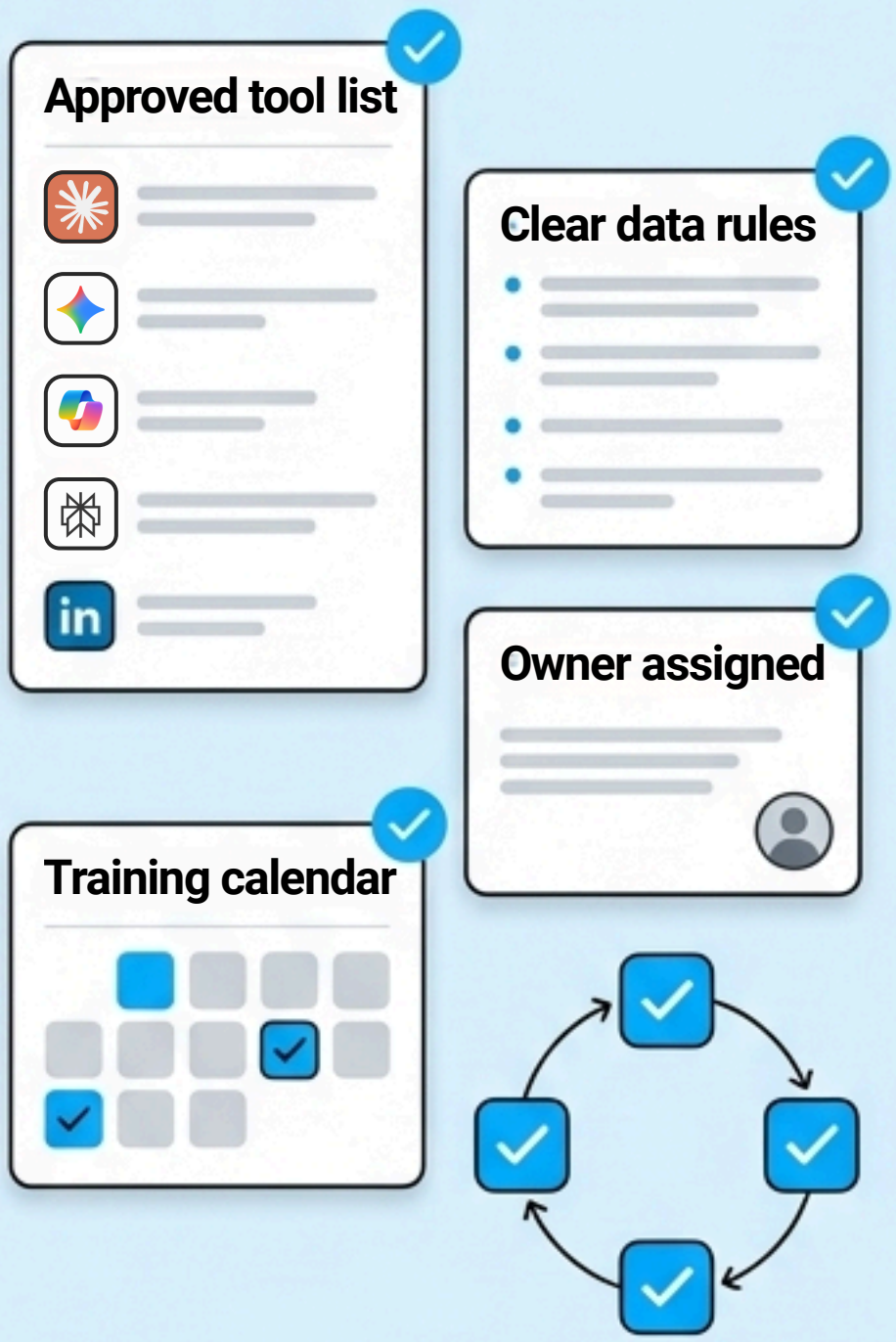
What good looks like

Random AI Use

Visible AI Adoption



Safe AI adoption has a shape.

- Visible tools. Clear data rules. Defined use cases. Human review. Regular training.

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Mistakes to avoid

Most AI risk starts with
small gaps that no one owns.

Buying tools before defining **use cases**

Writing a policy **no one reads**

Letting vendors add AI features **without review**

Ignoring personal AI accounts

Treating AI as only an IT issue

Skipping training because the tool feels simple

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A simple 30-day start

You do not need a perfect
AI program to begin.

You need a clear first month.

Week 1
Find current AI use

Week 2
Define approved tools and off-limits data

Week 3
Pick 2 to 3 safe use cases

Week 4
Train the team and set irun a review rhythm

Start small. Make it visible. Improve from there.

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Make AI visible before it becomes risky

AI can help your business move faster. But leaders need to see where it is used, what data is involved, and who owns the guardrails.

Connect with **Wylie Blanchard** for more insights on IT, security, governance, and technology decisions.

Wylie Blanchard