



A FREE DAY-BY-DAY PLAN FOR BUSINESS OWNERS

The 30-Day Team Adoption Plan

A day-by-day plan that turns a new AI tool or Digital Employee into the way your team works, fifteen minutes a day, with a measure at the end that shows what changed.

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30
DAYS

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THE WHOLE THING IN ONE SENTENCE

Record a baseline, give your team fifteen minutes a day for thirty days, retire the old way in week three and compare the result with the baseline on day thirty.

SECTION ONE

Why tools fail and teams succeed.

You chose a new AI tool or a Digital Employee because it can give your team time back. Whether that happens depends less on the tool and more on the next thirty days. This plan walks your team from the first look to everyday use, fifteen minutes a day, with a measure at the end that shows what changed.

Why good tools sit unused

- Nobody explained why the business chose it, so it felt like one more thing.
- Training happened once, in one long session, and then life got busy.
- The old way stayed available, so the team kept using it.
- Nobody measured the work before, so nobody could see the improvement after.

Why thirty days

A new tool becomes a habit through daily use, not through a single training day. Thirty days of short, steady practice gives your team enough repetitions for the new way to start feeling like the normal way, and gives you enough time to measure the result.

Three roles make it work

The owner

Explains why the business chose the tool, protects the fifteen minutes and looks at the result on day thirty.

The adoption lead

Runs the plan day to day, answers questions and keeps the tracker. Often an office or operations manager.

The champions

One team member in each group who tries it first, helps the others and reports what gets in the way.

ABOUT THE WORK, NEVER ABOUT THE TEAM

Say it early and often: the tool takes on repetitive work so your team has more time for the work that needs their judgment, their care and their relationships with your customers.

SECTION TWO

Before day one.

An hour of preparation saves weeks of confusion. Finish every item on this page before the first day, and the rest of the plan runs on its own momentum.

READY FOR DAY ONE	DONE	NOT YET
We chose one process for the tool to support, with a clear start and a clear finish.	☐	☐
We recorded a baseline on that process: hours, response times, errors or cost per job.	☐	☐
We chose one measure we will look at again on day thirty.	☐	☐
The owner wrote down, in two sentences, why the business chose this tool.	☐	☐
We named the adoption lead and one champion for each group.	☐	☐
Fifteen minutes a day are on the calendar for everyone who will use the tool.	☐	☐
The tool is approved under our AI governance policy, and the team knows what information never goes into it.	☐	☐
We know which decisions stay with a person on our team.	☐	☐
Every user can sign in, and the champions have tried it first.	☐	☐

The process

The one measure

Baseline number and date

Adoption lead

Champions

Day one date

WHY THE BASELINE MATTERS

On day thirty your team will ask whether this was worth it. The baseline turns that question into a number instead of an opinion.

SECTION THREE

Week one.

WEEK ONE · DAYS 1 TO 7

See it and try it

1

The goal this week is comfort, not speed. Every team member sees the tool working on your own business and tries it with help close by.

WHEN	WHO	WHAT HAPPENS
Day 1	Owner	Explains why the business chose the tool and what will not change. Ten minutes, with questions.
Day 2	Adoption lead	Shows the tool working on one task from your own process, start to finish.
Days 3 to 4	Everyone	Tries the same task with a champion beside them.
Days 5 to 6	Everyone	Uses the tool once on their own work and writes down one question.
Day 7	Adoption lead	Answers every question from the week in one short huddle.

YOUR FIFTEEN MINUTES EACH DAY

Do one task with the tool, then write down one thing that worked and one thing that felt awkward.

Signs it is working

- Team members ask how to do something, not why they have to.
- Champions are getting questions from their groups.
- Nobody is waiting for permission to try it.

BEFORE THE WEEK ENDS	DONE	NOT YET
Every user has completed at least one task with the tool.	☐	☐
Every question from the week has an answer.	☐	☐
The tracker shows a check for each day.	☐	☐

SECTION FOUR

Week two.

WEEK TWO · DAYS 8 TO 14

Use it every day

2

The goal this week is repetition. The tool becomes part of the daily routine for the one process you chose, and the champions take on more of the teaching.

WHEN	WHO	WHAT HAPPENS
Day 8	Adoption lead	Sets the expectation: this process goes through the tool every time it can.
Days 9 to 11	Everyone	Uses the tool every time the process comes up, with the old way as a backup only.
Day 12	Champions	Share one shortcut or tip their group discovered.
Day 13	Everyone	Notes any mistake the tool made and how a person caught it.
Day 14	Adoption lead	Holds a fifteen-minute huddle: what is easier, what is still hard.

YOUR FIFTEEN MINUTES EACH DAY

Run the process through the tool at least once, and check the result before it goes to a customer.

Signs it is working

- The tool is the first choice, and the old way is the exception.
- Mistakes are reported and corrected, not hidden.
- Team members start helping each other without being asked.

BEFORE THE WEEK ENDS	DONE	NOT YET
Every user has used the tool on at least five days this week.	☐	☐
Every reported mistake has a fix or an owner.	☐	☐
The champions shared at least one tip with their groups.	☐	☐

Week three.

WEEK THREE · DAYS 15 TO 21

Make it the way we work

3

The goal this week is ownership. The new way gets written down, the old way gets retired, and the team members who do the work shape how it runs.

WHEN	WHO	WHAT HAPPENS
Day 15	Adoption lead	Takes a mid-point measure and shares it with the team.
Days 16 to 17	Champions	Write the new steps on one page, in the words of the people who do them.
Day 18	Owner	Retires the old way, with a date everyone knows.
Days 19 to 20	Champions	Teach the written steps to anyone who joined late or fell behind.
Day 21	Everyone	Suggests one improvement to the written steps.

YOUR FIFTEEN MINUTES EACH DAY

Follow the written steps as they appear on the page, and mark anything that does not match how the work happens.

Signs it is working

- The written steps match how the work gets done.
- Nobody is asking to go back to the old way.
- The team is suggesting improvements on their own.

BEFORE THE WEEK ENDS	DONE	NOT YET
The new steps are written on one page and shared.	☐	☐
The old way has an end date that everyone knows.	☐	☐
The mid-point measure is recorded on the tracker.	☐	☐

Week four.

WEEK FOUR · DAYS 22 TO 30

Measure and lock it in

4

The goal this week is proof. Your team takes the same measure the same way as before day one, sees the difference and decides what comes next.

WHEN	WHO	WHAT HAPPENS
Days 22 to 26	Everyone	Uses the tool as the normal way, with no backup.
Day 27	Adoption lead	Takes the day thirty measure the same way as the baseline.
Day 28	Owner and lead	Compare the baseline and the result, and write down what changed.
Day 29	Owner	Shares the result with the whole team and thanks the champions by name.
Day 30	Owner and lead	Decide: keep as is, adjust, or choose the next process.

YOUR FIFTEEN MINUTES EACH DAY

Use the tool as the everyday way of working, and note any step that still takes longer than it should.

Signs it is working

- The result is a number your team can see, not a feeling.
- The team can explain the new way to a new hire.
- People are asking which process comes next.

BEFORE THE WEEK ENDS	DONE	NOT YET
The day thirty measure is recorded next to the baseline.	☐	☐
The result was shared with the whole team.	☐	☐
The next process, or the next adjustment, is chosen.	☐	☐

SECTION SEVEN

The 30-day tracker.

Post this page where your team will see it. Each day, the adoption lead checks the box when the fifteen minutes happened and adds their initials.

- Week one: See it and try it
- Week two: Use it every day
- Week three: Make it the way we work
- Week four: Measure and lock it in

1 initials ☐	2 initials ☐	3 initials ☐	4 initials ☐	5 initials ☐	6 initials ☐
7 initials ☐	8 initials ☐	9 initials ☐	10 initials ☐	11 initials ☐	12 initials ☐
13 initials ☐	14 initials ☐	15 initials ☐	16 initials ☐	17 initials ☐	18 initials ☐
19 initials ☐	20 initials ☐	21 initials ☐	22 initials ☐	23 initials ☐	24 initials ☐
25 initials ☐	26 initials ☐	27 initials ☐	28 initials ☐	29 initials ☐	30 initials ☐

THE ONE MEASURE	BASELINE	DAY 15	DAY 30	CHANGE
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A missed day is not a failure. Pick the plan back up the next day, and keep the measure honest.

SECTION EIGHT

When you hear doubts.

Every team has doubters, and most of them are paying close attention. Their questions usually point to something the plan needs. Listen first, then answer.

WHAT YOU HEAR	WHAT IT USUALLY MEANS	WHAT HELPS
"I do not have time for this."	The fifteen minutes are not protected yet.	The owner moves something off the calendar and says so out loud.
"Is this going to replace us?"	Nobody has explained what the time back is for.	Name the work that needs their judgment, and say plainly that the tool takes on the repetitive part.
"The old way was faster."	For the first week, it often is.	Compare at day fifteen and day thirty, using the measure, not the first few tries.
"It made a mistake."	The review step is working.	Thank the person who caught it, fix the cause and record it on the tracker.
"I tried it once and it did not work."	One try was not enough practice.	Pair them with a champion for the next three days.
"Nobody else is using it."	The old way is still available.	Set the end date for the old way and keep it.

When the plan slips

- **A busy week:** keep the fifteen minutes, and push the steps back a few days.
- **The tool needs a fix:** pause the clock, fix it, and restart from the current week.
- **A key person is out:** the champion steps in as the adoption lead until they return.

THE OWNER'S JOB IN ONE SENTENCE

Keep explaining why, keep protecting the fifteen minutes and keep looking at the number.

SECTION NINE

When you want help.

This plan works best when someone outside the daily rush keeps it moving. That is what we do. Every Digital Employee and AI tool we bring into a company comes with this plan, a baseline taken before day one and a result you can see on day thirty.

How Growth Right Solutions helps

- **Before day one:** we help you choose the right process, record the baseline and confirm the tool fits your AI governance policy.
- **During the thirty days:** we train your adoption lead and champions, join the weekly huddles and help clear what gets in the way.
- **On day thirty:** we compare the result with the baseline alongside you and help you choose the next process.

Where to start

The Check

Twelve questions and about two minutes, with your results on screen. It shows where AI can help your business first.

The Map

A working session with your leadership team that ends with a written plan and your AI governance policy.

Chief AI Officer

Fractional leadership that stays with you through every rollout, so each one has a before and an after.

START WITH THE CHECK

Twelve questions, about two minutes, with your results on screen. It is free, with no sales and no obligation.

growthright.solutions/check

Companion resources: The Baseline, Before You Buy: 20 Questions to Ask, and The Keep, Stop, Automate Worksheet, all free at growthright.solutions/resources.

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About the author

Ed Becker is the founder of Growth Right Solutions, LLC. He spent more than twenty years in education, including as a school principal, before leading technology programs and running a managed services company, and he now leads AI adoption for owner-led companies and Arkansas school districts.

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