A FORJANCE ARTICLE

The safe way to start with AI: it drafts, you check, you approve.

Five steps for an owner who wants their time back without giving up control.

FIVE STEPS, 1 AND 2

These are Forjance's own steps for starting well:

1. Pick one task

Choose something written that you do over and over: a customer follow-up, an invoice reminder, a social post. Just one.

2. Write down your rules

Your tone, what you always say, what you never say, prices you never quote, who gets copied. The AI works from what you give it.

FIVE STEPS, 3 TO 5

Then:

3. Let the AI draft

Ask for a first version, not the final one.

4. A person approves

Read it, fix it, and send it yourself. Nothing goes out until someone says so.

5. Count what you saved

After two weeks, note the hours or days saved. Keep going or adjust.

WHY IT'S WORTH STARTING

What the latest surveys and announcements show:

37% of non-adopters say knowing their data is secure would move them (Homebase)

31% say knowing a person stays in control would (Homebase)

4 days faster payment on average with Intuit's invoice notifications and AI-drafted reminders, versus comparable customers on standard reminders (Intuit's own analysis)

83% of owners who use AI taught themselves by trying it (Heartland Forward)

WHAT FORJANCE IS DOING

Forjance's AI team works the same way:

1. It speaks your language

It's set up around your company and the way your people talk.

2. It drafts

Customer replies, reports to the owner, social content and marketing documents.

3. A person on your side approves

Private to your business. Nothing goes out until a person on your side approves it.

Start with one task.
Keep a person in charge.

That’s the safe way to start.

Learn more at forjance.com

FORGED, NOT FOUND.

Sources: Homebase, 2026 Main Street AI Gap Report (September 22, 2026); Small Business Trends on Intuit’s announcement (October 27, 2026); Heartland Forward, AI on Main Street (October 1, 2026). The five steps are Forjance’s own. Homebase sells scheduling and payroll software. Heartland Forward’s survey was online, non-probability (±5.2 points). Intuit’s figure is its own analysis and does not guarantee the same result.