

Ai Knowledge Management for Small Businesses

Build your AI knowledge system fast

- 1 Choose an affordable AI KM tool like Notion AI or Slite AI today.
- 2 Import all existing company documents and FAQs into your selected platform.
- 3 Set up Slack or Teams integration to enable instant team access.
- 4 Designate one team member as knowledge champion for consistent updates.
- 5 Create a 10-minute doc update requirement in every team meeting.
- 6 Test the system with 3-5 teammates before full company launch.
- 7 Incentivize wiki usage with monthly \$25 Amazon gift cards.
- 8 Launch your knowledge base and commit to weekly tweaks.
- 9 Embed Loom videos and process documentation in your knowledge base.
- 10 Tag frequently asked questions for AI-powered search optimization.
- 11 Track onboarding time reduction and report results to leadership.