Weekly task audit worksheet

Log every repetitive task for one normal week. Score each from 1 to 5, then add the scores. The highest totals are your first candidates to automate.

Task log

Task	Times / week	Minutes each	Tools it touches	Time	Rules	Low risk	Total

Score each 1 to 5. Time: 5 = hours a week. Rules: 5 = same steps every time. Low risk: 5 = a mistake is easily caught and fixed.

Full guide: **roleplan.ai/guides/what-to-automate-first**. Rather have us find the hours for you? See **roleplan.ai/audit**.