

Is this task ready to automate?

Run any repetitive task through these 20 checks before you spend time or money automating it. The more boxes you tick, the better the candidate.

1. WORTH IT

- ☐ It happens at least weekly, or in large batches.
- ☐ You can say roughly how many minutes it takes each time.
- ☐ Someone would happily stop doing it.
- ☐ Delays or mistakes in it cost you money, customers or stress.
- ☐ It is not about to be replaced by a new system anyway.

2. CLEAR RULES

- ☐ You can write the steps on one page.
- ☐ Decisions follow rules ("if overdue by 7 days, then...").
- ☐ Exceptions are rare and easy to spot.
- ☐ Two people would do it the same way.

3. CLEAN INPUTS

- ☐ The input arrives digitally (email, form, sheet, app).
- ☐ Key fields are always in the same place and format.
- ☐ Your tools can connect (built-in integration or API).

4. SAFE TO AUTOMATE

- ☐ A mistake can be caught and fixed before it hurts anyone.
- ☐ It doesn't move money without a human approving.
- ☐ Personal or sensitive data is minimised, and your privacy policy covers its use.
- ☐ Customer messages comply with anti-spam rules and include a way to opt out where required.
- ☐ AI-written text is reviewed by a person before it goes to customers.

5. READY TO RUN

- ☐ One named person owns the automation.
- ☐ You'll test it with your own email or dummy data first.
- ☐ You know how you'll notice if it silently stops working.

Quick value check

Hours saved per week = runs per week
× minutes per run × share
automated ÷ 60

Use your own timings. Freed-up time is capacity, not cash, until you use it for something valuable.

Scored 15 or more? It is probably a good first automation. Score and rank all your candidates, estimate payback, and get ten ready-made recipes in the **Spare Afternoon AI Automation Audit Kit**: <https://spareafternoon.com>