FREE WORKSHEET · ABOUT 20 MINUTES · GRAB A CALCULATOR

What busywork is costing you

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How to use it: List up to six tasks that drag on your business. Fill in each row from left to right. Rough numbers are fine. The point is to see which task costs the most, not to get it to the penny.

A. Cost per hour: what you pay the person who does it, plus payroll costs (a quick rule is pay × 1.3). If it's you, use what your time earns on sales or billable work.

C. Money lost: business that slips because the task is slow or done by hand. Missed or slow replies, late quotes, late invoices, mistakes you fix for free. Estimate jobs lost a year × your average job value.

Stuck for ideas? Look for work that repeats, work entered twice, work that waits in an inbox, questions customers keep asking, writing from a blank page, and jobs everyone does differently.

THE TASK and who does it	A. COST PER HOUR see above	HOURS A WEEK across everyone	B. PAY COST A YEAR A × hours × 50	C. MONEY LOST A YEAR see above	DRAG 1 low to 5 high	TOTAL A YEAR B + C
Example: retyping web orders into the invoicing system. Office manager.	$30	4	$6,000	$2,500 (billing mistakes)	4	$8,500
				Add up the last column. This is what busywork costs you a year:		**$**

What it adds up to

Put your total in terms that matter to the business.

In people

Your total $ _____ ÷ what one full-time employee costs you a year

$ _____ = _____ employees

In sales

Your total $ _____ ÷ your average profit per job $ _____ =

_____ jobs you'd have to win just to cover it

In growth

If this were handled, I'd put the money or the people toward:

_____

_____

Where to start

Circle the row with the **biggest total** that also scores **4 or 5 on drag** and follows **the same steps every time**. That's the job worth fixing first.

Next steps

Free: myaimentor.ai/ai-opportunity-check

Talk it through: myaimentor.ai/contact

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