FREE WORKSHEET · ABOUT 15 MINUTES

# Where the hours go

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**How to use it:** For each row, write the tasks in your business that fit, who does them, and a rough guess at the hours a week across everyone. Then mark whether the steps are the same every time. Rough numbers are fine.

| KIND OF WORK | YOUR EXAMPLES | WHO DOES IT | HOURS A WEEK | SAME STEPS? |
|---|---|---|---|---|
| **1. Work that repeats**<br>What do you do the same way every week? | | | | Yes / No |
| **2. Work that's entered twice**<br>Where do you type the same details into more than one place? | | | | Yes / No |
| **3. Work that waits**<br>What sits in an inbox until someone gets to it? | | | | Yes / No |
| **4. Work that answers**<br>Which questions do customers ask again and again? | | | | Yes / No |
| **5. Work that gets written**<br>What do you write from a blank page every time? | | | | Yes / No |
| **6. Work everyone does differently**<br>Which jobs depend on who happens to be doing them? | | | | Yes / No |

## Where to start

Circle the row with the **most hours** where the steps are **the same every time**. That's usually the best first job for AI or automation: the payoff is big and the steps are already known.

## Next steps

Turn this page into a plan:

**Free:** myaimentor.ai/ai-opportunity-check

**Learn:** myaimentor.ai/learn

**Talk it through:** myaimentor.ai/contact

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