Automation Opportunity Checklist

The four families · the never-three · your marked Work Log

The four families AI handles well today (no coding)

1 · Drafting words

Replies, summaries, reports, captions — the "almost the same" writing. AI's strongest family.

2 · Extracting & organizing

Messy notes → lists · receipts → tables · long docs → key points.

3 · Transforming & reformatting

Same content, new shape: long → short, notes → email, casual → professional.

4 · Answering & sorting

Standard questions from your known answers · incoming items into your categories.

The never-three — human-must, full stop

1. Decisions with consequences — AI informs; responsibility never delegates to software.
2. Relationships & human moments — value exists BECAUSE a person showed up.
3. Anything with your name on it — AI drafts it; you own it; so you check it.

The doctrine

AI drafts, you decide. Most tasks are a MIX: the machine takes the repeatable middle, you keep the judgment. Three marks, not two.

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Mark your Work Log — AI-CAN / HUMAN-MUST / MIX

Copy your Lesson 1 Work Log tasks here. Family test first, never-three check second, then mark.

TASK	FAMILY (1-4 or none)	NEVER-3?	MARK: CAN/MUST/MIX

MY COUNT: AI-CAN ____ MIX ____ HUMAN-MUST ____ TOP-3 BY WEEKLY MINUTES (circle above)

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What to do with this document

Your next steps

- [ ] Mark every Work Log task: family test, never-three check, then CAN / MUST / MIX
- [ ] Run the reality-check sorter prompt and investigate any disagreement with your own sort
- [ ] Count your AI-CAN + MIX tasks — that number is your measured opportunity
- [ ] Circle the three biggest by weekly minutes — they star in the Task Audit next lesson

Keep going (free)

Every lesson of the Automation Academy is free at braintrain-ai-academy.com/automation-academy — problems first, tools second. This worksheet feeds directly into the next lesson of the module.

A NOTE FOR LATER

Later in this academy, documents like this one become your Automation Blueprint — a written plan of everything you want built. You can build it yourself with what these lessons teach. And if you would ever like help designing it around your specific situation, BrainTrain AI Coach can guide you step-by-step. For now: just keep seeing. That is the whole assignment.