THE ACADEMY CORNERSTONE

Task Audit Worksheet

This is the document the whole academy is built on. Your Repetitive Work Log (Lesson 1) feeds it. Fill columns A–C now; columns D–F are completed in Lesson 3, where each gets a full walkthrough.

THE AUDIT

Your Tasks, Measured

A: TASK	B: TIMES/MO	C: MIN EACH	D: HRS/MO	E: JUDGMENT	F: AUTOMATE?

D = B × C ÷ 60 · E = Low / Med / High · F = ✓ only when frequency is high and judgment is low

SHORTLIST

Your Top 5 Automation Candidates

#1 Task: _____ Hours back/mo: _____

#2 Task: _____ Hours back/mo: _____

#3 Task: _____ Hours back/mo: _____

#4 Task: _____ Hours back/mo: _____

#5 Task: _____ Hours back/mo: _____

KEEP THIS DOCUMENT

What to Do With Your Audit

Your Top 5 shortlist is the seed of your Automation Blueprint (Module 6): the written plan of what you want built, prioritized by payoff. Build it yourself with what this academy teaches — every module moves you closer.

A note for later:
If you'd like someone to help build your automation, BrainTrain AI Coach can guide you step by step.