Workflow Recipe Template

Turn any repetitive task into a written recipe — Lesson: Every Task Is Secretly a Recipe

How to use this template

You cannot automate what you cannot explain. This template turns a "blob" of work into a recipe: a TRIGGER (the event that starts it), 5–9 plain-word STEPS, a ★ on every judgment call you keep, the INFO each step needs, and a DONE STATE you can observe. Write it the way you would explain it to a smart friend covering your vacation — plain, honest, a little clumsy. Recipes improve by being used, not perfected.

Worked example — the Friday status email

TRIGGER	Friday 2 PM calendar reminder
STEP 1	Open the project tracker · INFO: tracker link
STEP 2	Copy this week's completed items
STEP 3 ★	Decide which 3 matter most to leadership (judgment — stays mine)
STEP 4	Draft the update in the standard format · INFO: format template
STEP 5 ★	Read once — does anything sound alarming out of context?
STEP 6	Send to the leadership list
DONE	Email sent · copy saved to the status folder

The two rules

1. Actions are mechanical — a stranger with this card could do them exactly right.
2. Decisions get a ★ — context, taste, or authority. The ★s are yours forever.

Workflow Recipe Template

Blank recipe card 1 of 2

RECIPE 1 · Task name: _____

TRIGGER — the exact event that starts it

_____

STEPS (5–9, plain words)	DECISION? mark ★	INFO NEEDED
1. _____	☐	_____
2. _____	☐	_____
3. _____	☐	_____
4. _____	☐	_____
5. _____	☐	_____
6. _____	☐	_____
7. _____	☐	_____

DONE STATE — what is observably true when finished

_____

Tip: if the steps will not come out in order, use the lesson's "recipe extractor" prompt — let AI interview you.

Workflow Recipe Template

Blank recipe card 2 of 2

RECIPE 2 · Task name: _____

TRIGGER — the exact event that starts it

_____

STEPS (5–9, plain words)	DECISION? mark ★	INFO NEEDED
1. _____	☐	_____
2. _____	☐	_____
3. _____	☐	_____
4. _____	☐	_____
5. _____	☐	_____
6. _____	☐	_____
7. _____	☐	_____

DONE STATE — what is observably true when finished

_____

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What to do with this document

Your next steps

- [ ] Write one recipe today for a task from your Repetitive Work Log (Module 1)
- [ ] Mark every judgment call with a ★ — count them; that is where you stay in the loop
- [ ] Bring this recipe to the next lesson: it becomes your four-stage AI workflow map

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 Module 2.

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: run the worksheet. That is the whole assignment.