

Where is your week *leaking*?

Every small business has hours disappearing into manual admin somewhere. Score each item 0, 1 or 2, honestly, and total it out of 20 for a clear read on where automation would actually pay off.

CHECK	0 POINTS	1 POINT	2 POINTS	SCORE
1. Repeated manual tasks The same data-entry, copy-paste or admin task done by hand, several times a week?	Rarely happens	A few times a week	Daily, across more than one person	☐
2. Enquiry response time How long does a new enquiry sit before someone replies?	Under an hour	Same working day	Next day or longer	☐
3. Data re-typing between tools Information copied by hand from one system into another (form to CRM to invoicing)?	Systems already connected	Some manual copying	Constant re-typing, 3+ tools	☐
4. Missed calls and leads How often do calls go unanswered, or enquiries unlogged and unfollowed?	Almost never	Occasionally	Regularly, no capture process	☐
5. Quote turnaround Once a job is scoped, how long until the quote goes out?	Same day	2 to 3 days	A week or more	☐
6. Invoice chasing Time spent each month chasing unpaid invoices?	Automated, minimal time	An hour or two, manual	Half a day or more, manual	☐
7. Reporting time How long to pull together performance or financial reports?	Generate automatically	An hour or so, mostly manual	Half a day+, from scratch	☐
8. Single-person dependencies If the one person who runs a key process was off sick tomorrow?	Someone else covers fine	It would slow down	It would stop completely	☐
9. Customer follow-up Does every customer get a consistent follow-up: review request, check-in, reminder?	Yes, every time	Sometimes, if remembered	Rarely, no system for it	☐
10. The honesty check Can you name one part of the business where automation deliberately does not belong?	Yes, and we protect it	We have not thought about it	We assume AI handles it all	☐

0–7 · Fairly lean already
The obvious admin is tight. There is probably still one process worth automating properly, but you do not

8–14 · Meaningful hours on the table
Manual work is costing time across more than one part of the business.

15–20 · Manual is running the business
Re-typing and single points of failure are stacked across the business. Map

This range tends to hide several automations worth building, not one.

the whole picture before picking individual fixes.

Whatever you scored, the next step is the same: a second pair of eyes.

Free automation assessment, reply within one working day. No obligation, no hard sell.

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