SMALL BUSINESSES · PLAYBOOK

Task audit worksheet

For five working days, log every repeat task that takes more than five minutes. Tick “Retyped?” when you copied information from one place to another.

Part 1: The week’s log

Task	Who	Mins	How often	Tools used	Retyped?

Part 2: Score your top ten tasks

Score each question from 1 to 3. For the last column, 3 means a mistake once would barely matter.

Task	Often (1-3)	Same steps (1-3)	Easy to check (1-3)	Low cost if wrong (1-3)	Total

Total	Pile	What to do
10 to 12	Automate	Let a tool do it and check occasionally.
7 to 9	Assist	A tool drafts, a person decides.
4 to 6	Keep	Leave it with a person. Maybe tidy the process.

Want a second pair of eyes?

Found a task worth fixing? I can build the simple tool or automation that takes it off your plate. Email alex@revarc.ai or visit revarc.ai/contact.