

Your 30-day plan to evaluate business processes for automation

FIRST 30-DAY ACTION PLAN

Most businesses either rush into automation without proper evaluation (leading to expensive mistakes) or get stuck in "analysis paralysis" and never start. This 30-day timeline strikes the right balance — enough time to make thoughtful decisions without losing momentum.



Week 1: Discovery

- List your top 10 most time-consuming processes
- Map 3 processes using the template above
- Identify who's involved in each process

Week 2: Scoring

- Score all 3 processes using the worksheet
- Interview 2-3 people who work on these processes daily
- Document current pain points and time spent

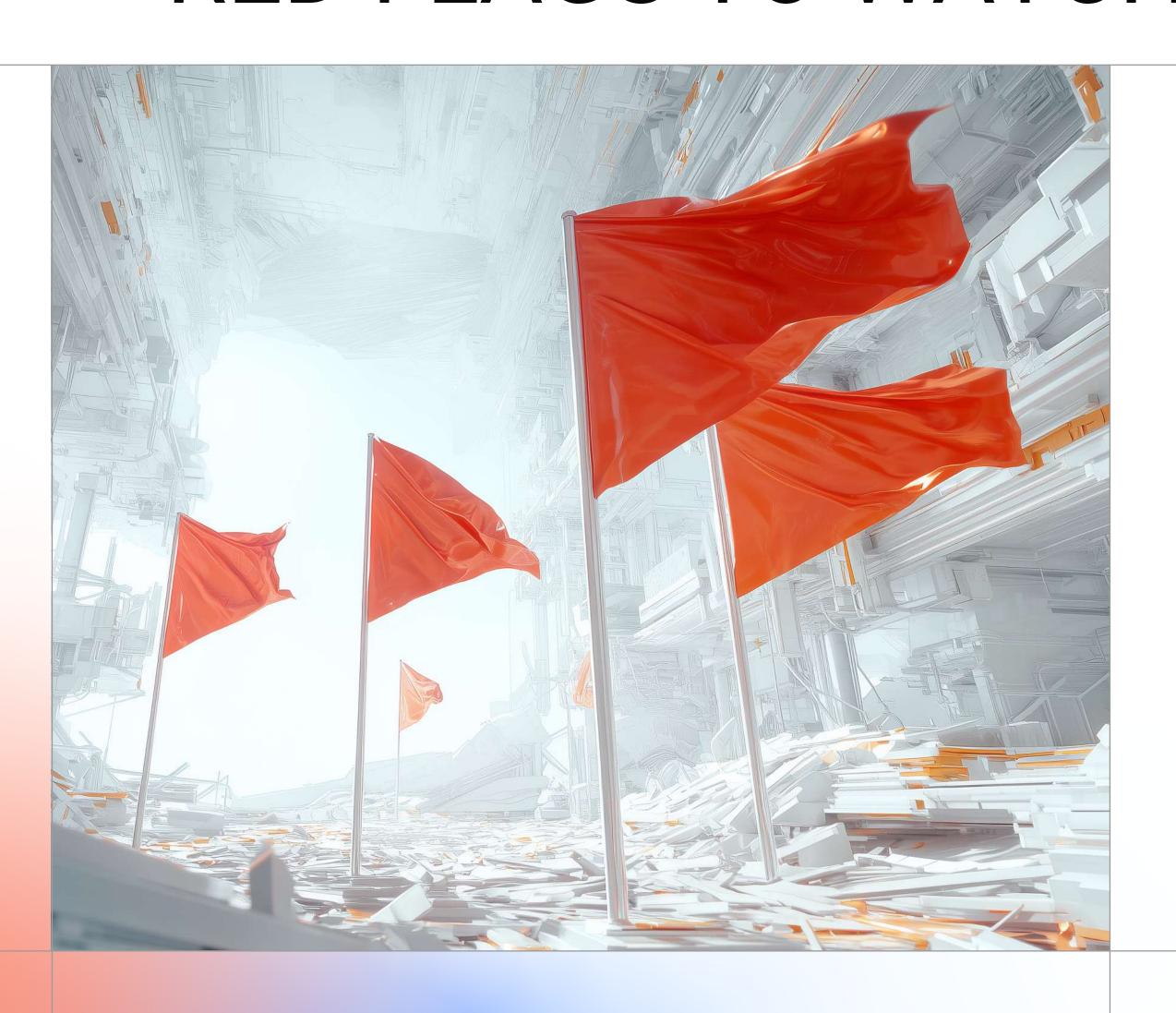
Week 3: Prioritization

- Plot processes on the prioritization matrix
- Identify your #1 quick win
- Calculate potential time savings (hours per week)

Week 4: Planning

- Research automation tools for your quick win
- Get buy-in from process stakeholders
- Set the implementation timeline for the first process

RED FLAGS TO WATCH FOR:



- **®** Trying to automate too many things at once
- Skipping the mapping step (leads to automating broken processes)
- Focusing only on visible tasks instead of the highest-impact ones
- Not involving end users in the evaluation process
- Perfectionism start with good enough, improve over time

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