

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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Plot processes on the prioritization matrix• Identify your #1 quick win• Calculate potential time savings (hours per week)	
	Week 4: Planning <ul style="list-style-type: none">• 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

**Need help with business
process automation?**

contact@aimprosoft.com

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