Go Unfinished

Is this worth automating?

A two-minute gut check before you spend money on a bot. Pick one task that steals your time, then check every line that's true.

Check each one that's true for your task

- [ ] It happens at least once a week.
  Monthly can still be worth it if it takes hours each time.
- [ ] It follows the same steps most of the time.
  If every time is different, a person is still your best tool.
- [ ] The information already lives somewhere digital.
  Email, a spreadsheet, a form, a calendar, or your booking app.
- [ ] Nobody needs to make a judgment call in the middle of it.
  A tool can flag the tricky ones for you and handle the rest.
- [ ] When it gets missed, it costs you money, a client, or sleep.
- [ ] You'd rather spend that time on the work you actually like.

4 to 6 checks

Strong candidate. This is exactly what a small tool is for. Send it my way.

2 or 3 checks

Maybe. A template, a saved reply, or a simple reminder might be enough.

0 or 1 check

Keep doing it by hand for now, or ask whether it needs doing at all.

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Start with one fix. Keep improving from there.