

Task Audit Worksheet

How this worksheet works

1

This is the document the whole Brain Train AI Academy Automation Academy is built on.

2

Your Repetitive Work Log from Lesson 1 feeds directly into this Task Audit Worksheet.

3

Fill columns A-C now.

4

Complete columns D-F in Lesson 3, where each column gets a full walkthrough.

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Your Tasks, Measured

A: TASK	B: TIMES/MO	C: MIN EACH	D: HRS/MO	E: JUDGMENT	F: AUTOMATE?

D = B × C ÷ 60 · E = Low / Med / High · F = ✓ only when frequency is high and judgment is low

SHORTLIST

Your Top 5 Automation Candidates

#1 Task: _____ Hours back/mo: _____

#2 Task: _____ Hours back/mo: _____

#3 Task: _____ Hours back/mo: _____

#4 Task: _____ Hours back/mo: _____

#5 Task: _____ Hours back/mo: _____

Your Top 5 become the starting point for your personalized Automation Blueprint.

Brain Train AI Academy helps you turn these candidates into a practical plan for what to automate first and what to build next.

[Learn more at braintrain-ai-academy.com](https://braintrain-ai-academy.com)

What to Do With Your Audit

Your Top 5 are the seed of your Automation Blueprint.

Inside Brain Train AI Academy, your shortlist becomes a written plan of what you want built, prioritized by payoff.

Build it yourself with Brain Train AI Academy Interactive Guide - customized for You and Your Business.

Throughout the Automation Academy, you'll get guided prompts that help you think through your own business; identify what is worth automating; and make decisions based on your actual needs. Your answers come together step by step to create a personalized Automation Blueprint - a practical plan for what to automate; what to tackle first; and how to move forward so you can become more profitable.

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A note for later

If you'd like someone to help build your automation, Brain Train AI Coach can guide you step by step.

[Explore Brain Train AI Coach](#)