

The Weekly Grid

Find the first task worth automating in your business

How to use it

- 1 For five days, write down every time you think "here we go again". One line per task.
- 2 At the end of the week, work out the hours a year: minutes $\times$ times a week $\times$ 45, divided by 60.
- 3 Sort by hours a year. A task that lands on several people counts double.

The task, in one line	How long	Times a week	Hours a year	Who does it?
<i>Retyping the quote into the invoice</i>	<i>10 min</i>	<i>5</i>	<i>37 hrs</i>	<i>Admin</i>

For comparison

10 min a day = 37 hrs a year. 15 min, 3x a week = 34 hrs a year. Half a day a month = 48 hrs a year.

Want a second pair of eyes on your list?

Let's talk it through, free and with no strings attached.