

The Boring Five Worksheet

Find the five repeat tasks worth automating first. About 25 minutes.

Step 1 Inventory

The rule is simple: list every task you personally do more than twice a week that produces no decision. Appointment confirmations, invoice reminders, review requests, intake forms, weekly status recaps, the same email reply you have written forty times. Don't judge them yet — just get them on paper. Ten rows is plenty; most owners find six or seven.

Task	Times per week	Minutes each time	Hours per month <i>times/wk x min x 4.3 / 60</i>	Requires judgment? (Y/N)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Anything marked Y stays human for now. Sort the rest by Hours per month — your top five are your Boring Five.

Example: appointment confirmations — 12 times a week x 3 minutes x 4.3 / 60 = 2.6 hours a month. Two tasks that size are a full working day back every quarter.

Step 2 · Pick your five and classify

Take the five highest-hour tasks that you did **not** mark Y. Write them below, then tick how each one most likely gets fixed. Be honest about the third box — a task you can't describe isn't ready for a tool.

My Boring Five

1		☐ Rules-based fix (schedule / form / link)	☐ AI-assisted draft	☐ Needs a written process first
2		☐ Rules-based fix (schedule / form / link)	☐ AI-assisted draft	☐ Needs a written process first
3		☐ Rules-based fix (schedule / form / link)	☐ AI-assisted draft	☐ Needs a written process first
4		☐ Rules-based fix (schedule / form / link)	☐ AI-assisted draft	☐ Needs a written process first
5		☐ Rules-based fix (schedule / form / link)	☐ AI-assisted draft	☐ Needs a written process first

Rules-based before AI-based

Four of your five probably need no AI at all. A scheduled email, a booking link, or a form that writes into a spreadsheet solves them for a fraction of the cost and with zero risk of a wrong answer. Reach for the simplest thing that removes the task from your week. Automation multiplies whatever you already have — including the mess — so fix the plumbing before you add intelligence to it.

Where AI actually earns its keep

Drafting — first-pass emails, proposals, listings, and descriptions you then edit.

Summarizing — call notes, long email threads, meeting recordings into three bullets.

Classifying — routing inbound inquiries by intent so the right person sees them first.

Notice all three are drafts a human approves — not decisions a machine ships.

Step 3 · Write it down and prove it

Pick one task from your five. Write it out in plain sentences before you automate anything. If you can't write it, no tool can run it.

One-Page Process Template

Task name _____

Trigger (what starts it) _____

Steps (keep it to five)

1. _____

2. _____

3. _____

4. _____

5. _____

Who touches it _____

What "done" looks like _____

30-Day Proof

Automation I'm testing _____

Metric I'll watch (hours saved or errors avoided) _____

Baseline today _____

Check-in date _____ Result _____

One automation, one metric, 30 days. If you can't measure it, you can't defend adding a second one.

Not sure which of your five to automate first?

Book a free 30-minute Digital Confidence Audit. We'll go through your answers together and you'll leave with a prioritized next step — whether or not we work together.

digitalconfidencecoaching.com/audit