



Is one task ready for AI?

Two pages for business owners and managers. Pick one piece of work your team repeats. Estimates and blanks are fine: we fill the gaps together on the call.

Type into the boxes and save the file, or print it and write. Leave out names, passwords and confidential documents.

1. What work does your team keep doing by hand?

For example: answering the same customer questions, preparing quotes, copying details from emails into another system, or sorting incoming requests.

2. How does it happen today?

Who does it (roles are enough), how often, and which tools, files or mailboxes are involved.

3. What does it cost you?

Time, delays, mistakes, missed business or depending on one person. One recent example helps.

4. What would "done well" look like?

What should be prepared automatically, and what should a person still check or decide?

Page 2: a few rough numbers, then send it to me.



Put rough numbers on it.

Use one typical month. Guesses are fine; mark them with a "?".

A. How many times a month?**B. Minutes each time**

Include checking and fixing mistakes.

C. Cost of one staff hour (optional)**D. Tools already used for it (optional)****Time spent per month = $A \times B / 60$ hours**

Before any paid work, I compare that time with the full cost of a tool: building it, usage fees, checking and upkeep. Time released is extra capacity; money is saved only when spending actually falls.

5. What must stay with a person, or inside your company?

Approvals, sensitive information, or systems a tool must not touch.

Send it to me

Save this file and email it to hello@cplt.tech, or paste your answers into the form at cplt.tech/contact.

I reply within one business day to agree a time for a free 45-minute call. We use the call on your task, not on background questions. You leave with a one-page written note on fit and next steps.

Email it: hello@cplt.tech

[Request a free call](#)