

Time consuming task list

Think of a “typical” day in your business. From when you get up in the morning (say check client emails) to when you shut off the light at the end of the day, list everything that you personally do. In the second column put the number of minutes beside it. Sometimes its easier to run chronologically through the day and list each item, even if you do it several times (like a client visit for 50 minutes each).

Finally, for the items that clients value, leave column 3 blank. For all the other things put the number in column 3. Then add up column 3. That is your “admin load.”

Now multiply that by 5 (if you work M-F). Then take that and multiply it by 4.3 for a month. This is the time that is a possible candidate for automation.

Task	Time	Admin tasks
Total		

Admin task time X 5 = (weekly admin load)
Weekly time x 4.3 = (monthly admin load)