



Find your quick wins.

A 20-minute AI audit an ops or AI lead can run with the team to surface automation worth building now.



HOW TO USE THIS

Twenty minutes, one board, the whole team.

Print a copy for each person, or fill one in together. The rule for the session: capture first, judge later. The best quick wins are usually the boring tasks nobody thought to name.

8 min Surface the candidates

Work through the prompts on page 3 and list every task that fits. No filtering yet.

7 min Score them honestly

Rate each candidate against the five tests on page 4. Be strict about risk.

5 min Pick two or three, and a first move

Take your top scorers to page 5 and commit to one small step each.

WHAT COUNTS AS A QUICK WIN

A task that runs often, has a clear definition of done, works from data that's already digital, and where a wrong answer is cheap to catch. Frequent and bounded beats big and vague every time.



1

PART ONE

Surface the candidates.

Read each prompt aloud. Every task it brings to mind goes in the grid below, one line each. Aim for quantity.

- ☐ What does the team complain about most weeks?
- ☐ What request arrives in the same shape over and over?
- ☐ What work follows a checklist someone wrote down?
- ☐ Where do people copy-paste between systems?
- ☐ What sits in a queue waiting for a human to triage?
- ☐ Where does everything stall waiting on one person?

#	CANDIDATE TASK	WHO DOES IT	HOW OFTEN
1			
2			
3			
4			
5			
6			



2

PART TWO

Score them, one to five.

Give each candidate a 1 to 5 on every test, then add the row. A quick win is a high total: it happens a lot, saves real time, has a clear right answer, runs on digital data, and is safe to get wrong occasionally.

Frequency	Time saved	Bounded	Data ready	Safe to miss
How often it runs	Minutes back per run	Clear "done"	Already digital	Cheap if wrong

#	TASK	Freq	Time	Bnd	Data	Safe	Total
1							
2							
3							
4							
5							
6							

Anything scoring **20 or above** is a strong quick win. A high score with a low "safe to miss" is a warning: automate the draft, keep a human on the decision.



3

PART THREE

Pick a few, and a first move.

Take your top two or three scorers. For each, name the smallest step you could ship this month and who owns it. Small and shipped beats big and planned.

Quick win 1

Score ____ / 25

THE TASK

FIRST MOVE THIS MONTH

OWNER

WHAT "WORKING" LOOKS LIKE

Quick win 2

Score ____ / 25

THE TASK

FIRST MOVE THIS MONTH

OWNER

WHAT "WORKING" LOOKS LIKE

Quick win 3

Score ____ / 25

THE TASK

FIRST MOVE THIS MONTH

OWNER

WHAT "WORKING" LOOKS LIKE

GOT A SHORTLIST?

Now build the first one.

The audit finds the quick win. We turn it into something your team can use, usually inside a few weeks.

Bring us your top three.

Book a 30-minute call. We'll tell you which one to build first, and what it would take.

[Book a discovery call →](#)