

The AI Audit Worksheet (Preview)

Score your week in 15 minutes. Find the task that should not exist. - Emmanuel Umoh, Chimney Studios

THE SCORING METHOD (1-5 each)

IMPACT: how big is the win if this disappears? 30 hrs/month = 5. 30 min = 1.

EFFORT: how hard to automate? Two-hour Make scenario = 1. Custom build = 5.

FREQUENCY: how often it happens. Daily = 5. Weekly = 4. Monthly = 2.

Rank by **IMPACT x FREQUENCY**. Then start with the lowest **EFFORT**. Top 3 win.

SCORE YOUR OWN (pick any 5 tasks from your week)

TASK	IMPACT	EFFORT	FREQ	I x F
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

THE 12 WORKFLOWS WE FIND IN ALMOST EVERY SMALL BUSINESS

- | | |
|--|--|
| <input type="checkbox"/> Client intake (forms re-typed into other systems) | <input type="checkbox"/> Social content repurposing |
| <input type="checkbox"/> Proposal and quote drafting | <input type="checkbox"/> Weekly internal reporting |
| <input type="checkbox"/> Meeting notes and call summaries | <input type="checkbox"/> Lead follow-up sequences |
| <input type="checkbox"/> Invoice chasing and payment reminders | <input type="checkbox"/> New client onboarding emails |
| <input type="checkbox"/> Answering the same 10 customer questions | <input type="checkbox"/> Scheduling back-and-forth |
| <input type="checkbox"/> Review and testimonial requests | <input type="checkbox"/> Document cleanup and formatting |

The full toolkit (complete scoring matrix, all 12 workflows pre-scored, prompt library, 3 case studies) is \$27:

clawd.chimneystudios.com/dashboard/sales/ai_audit_toolkit