

# The 10-Step Checklist for your Business

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## The Practical Audit to Delegate to Artificial Intelligence and Reclaim 15 Hours a Week

### Introduction: Your Time is your Most Expensive Asset

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The average entrepreneur spends 68% of their day doing "operational work": answering repetitive emails, scheduling meetings, extracting data, and creating basic content. Only 32% of their time is spent on true business strategy and revenue-generating activities (Revenue Generating Activities).

I am an expert consultant in automation and Artificial Intelligence, and my job is simple: I go into companies, find operational bottlenecks, and eliminate them using algorithms.

This 10-Step Checklist is not a list of theoretical tips. It is a raw audit of your business. If you are manually executing any of the 10 tasks on this list, you are literally throwing money away.

Print this document. Mark with an [ X ] each step as you implement it in your business. Your goal is not to do more things; your goal is to delegate these 10 tasks to Artificial Intelligence today.

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#### Step 1: [ ] Frequent Answers Automation (FAQ)

**Do you spend your time answering "What time do you open" or "How much is shipping" via Instagram or email?**

- **The Problem:** It interrupts your Flow state to write copy-and-paste answers.
- **The AI Solution:** Connect your Instagram Direct Messages or WhatsApp to ManyChat or Chatfuel. Create a simple automated flow. When a user types the keyword "HOURS", the bot sends them the info instantly.
- **Recommended tool:** ManyChat + ChatGPT Integration.
- **Time reclaimed:** 2 to 3 hours per week.

#### Step 2: [ ] The Endless Meetings "Summarizer"

**Do you leave a 1-hour Zoom meeting and then spend another 20 minutes writing the "notes" or assigning tasks to your team?**

- **The Problem:** Short-term memory loss and the friction of documenting agreements.
- **The AI Solution:** Invite a bot to your meetings. This bot records the audio, transcribes everything and, at the end of the meeting, automatically sends an email to all participants with: 1) The 3 main topics discussed, 2) The decisions made, 3) The tasks assigned to each person with deadlines.
- **Recommended tool:** Fireflies.ai, Fathom or Otter.ai.
- **Time reclaimed:** 1 to 2 hours per week.

### Step 3: [ ] Initial Content Writing (Zero Draft) 📝 📝

**Do you sit in front of a blank page trying to write the blog article or the script for your next video and spend 30 minutes without writing a word?**

- **The Problem:** Writer's block and the fear of the blank page.
- **The AI Solution:** Never start from scratch again. Use a language model to generate the "Zero Draft". Ask it: "Give me a 5-point structure and 3 title options for an article about [Your Topic]". Then, you simply correct, edit, and add your tone of voice (the human touch).
- **Recommended tool:** Claude 3.5 Sonnet or ChatGPT (GPT-4o model).
- **Time reclaimed:** 3 to 4 hours per week in content creation.

### Step 4: [ ] Email Classification and Triage

**Is your inbox a chaos where urgent client emails mix with newsletters and spam?**

- **The Problem:** Decision Fatigue of having to decide what email is important 50 times a day.
- **The AI Solution:** Set up an automation that reads your incoming emails. If the email contains words like "Invoice", "Support" or "Urgent", the AI tags it and moves it to a priority folder (or alerts you via Slack). If it's a newsletter, it archives it to read on the weekend.
- **Recommended tool:** Zapier + OpenAI + Gmail/Outlook.
- **Time reclaimed:** 2 hours per week.

### Step 5: [ ] Data Extraction and Digitization (Data Entry)

**Does someone on your team spend hours copying data from PDF invoices to an Excel spreadsheet?**

- **The Problem:** Manual, monotonous work, highly prone to human typing errors.
- **The AI Solution:** Use a structured extraction tool. You configure an email where suppliers send the invoices. The AI opens the PDF, "reads" the invoice, extracts the Tax ID, amount, date, and taxes, and automatically injects that clean data into a row in your Google Sheets or accounting system.
- **Recommended tool:** Make.com + ChatGPT (for parsing) or Google Document AI.
- **Time reclaimed:** 2 to 3 hours per week (or the full salary of a Data Entry assistant).

## Step 6: [ ] Competitive Analysis in Seconds 🤖♂

**Do you spend hours browsing your competitors' websites to see what prices they have or what new offers they launched?**

- **The Problem:** Analyzing the competition is vital, but searching for data manually doesn't scale.
- **The AI Solution:** Ask an artificial intelligence agent (like Perplexity) to search for your top 5 competitors, analyze their landing pages, and generate a comparative table of prices and features in 10 seconds.
- **Recommended tool:** Perplexity.ai or Claude 3.5.
- **Time reclaimed:** 1 hour per week.

## Step 7: [ ] Basic Image and Graphic Asset Creation

**Do you need a photo of "A stressed businessman drinking coffee" for a presentation and waste 45 minutes searching free image banks (where photos look fake)?**

- **The Problem:** You break your concentration looking for low-quality graphic resources.
- **The AI Solution:** Stop searching. Start "generating". Write an exact prompt with what you need and get a photorealistic, copyright-free image in 20 seconds.
- **Recommended tool:** Midjourney (highest quality) or DALL-E 3 (easy to use).
- **Time reclaimed:** 1 hour per week.

## Step 8: [ ] Document / Contract Review and Audit

**Do they send you a 30-page contract or a dense legal document and you have to read it paragraph by paragraph to find "traps"?**

- **The Problem:** Technical language exhausts your brain quickly and it's easy to overlook an important risk.

- **The AI Solution:** Upload the entire PDF to an AI with a large context window. Ask it: "Act as a corporate lawyer. Analyze this contract and highlight the 3 most risky clauses for my company. Write them in simple language". Use it as a pre-filter before sending it to your real lawyer.
- **Recommended tool:** Claude 3.5 Sonnet (ideal for long documents).
- **Time reclaimed:** 1 to 2 hours per week.

## Step 9: [ ] Content Repurposing 🔄🔄

**Do you make the effort to record a 40-minute podcast or a long YouTube video and the content dies there?**

- **The Problem:** Waste of assets. To feed current algorithms, you need content in multiple formats (Reels, TikToks, Tweets, Blogs).
- **The AI Solution:** Use an AI to automatically "cut" your long content into short viral pieces. The AI finds the most impactful moments, clips the 60-second video, and adds dynamic subtitles without you opening Premiere or CapCut.
- **Recommended tool:** OpusClip or Veed.io.
- **Time reclaimed:** 3 to 5 hours per week in video editing.

## Step 10: [ ] Idea Generation and Brainstorming (Sparring Partner)

**Do you feel strategically stuck, as if you were in an "echo chamber", with no one smart to bounce business ideas off at 11 PM?**

- **The Problem:** The loneliness of the entrepreneur.
- **The AI Solution:** Turn the AI into your co-founder or trusted advisor. Tell it your problem and ask it to act as a demanding investor. Ask it to ask you 5 uncomfortable questions about your business model or to suggest 10 adjacent product ideas. It's like having Steve Jobs on speed dial.
- **Recommended tool:** ChatGPT (using Advanced Voice Mode to talk out loud).
- **Time reclaimed:** Invaluable (savings on bad decisions).

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## Conclusion: The Math of Freedom

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Add up the estimated hours from the 10 steps. We are talking about more than 15 hours a week.

That's almost half a traditional corporate workday. What would you do with 15 extra hours every week? You could contact new high-value clients, improve the quality of your core product, or simply go home early on Friday and spend time with your family.

**Final Instructions:**

1. Don't try to implement all 10 steps today. You will get overwhelmed.
2. Identify the step that currently causes you the most headaches (or time wasted).
3. Choose the recommended tool, take 2 hours this weekend to set it up.
4. Once it's running on autopilot, check the ☐ box and move to the next step.

The future is already here. And it belongs to those who automate the boring so they can focus on the extraordinary.