Find your first AI automation opportunity

Compare three recurring tasks. Choose one to explore. Bring a clearer brief to a free 30-minute conversation.

Already have a task or prototype? Go straight to the brief on page 2.

Start with work your team repeats

Use approximate weekly averages. Leave unknowns blank. Include checking and rework, and avoid counting the same time twice.

Task	Times / week	Minutes / time

Current hours / week = times / week × minutes / time ÷ 60

This measures current effort, not predicted savings. Example only: 10 missing-information follow-ups × 12 minutes = 2 hours per week.

Choose for usefulness and manageability

Prefer repeatable steps, accessible examples and an output someone can check. Consider the cost of mistakes, not just time spent. Sensitive work needs a clear review and approval plan.

My starting task

Why this task?

Type into the fields in a PDF reader, or print. Save a copy to keep your notes.

Turn the task into a short brief

Use descriptions, not confidential records, customer names or credentials. Your answers stay in your copy until you choose to share them.

What starts the task, and where does information arrive?

What should a useful result look like?

What tools do you already use?

What needs approval, and what could go wrong?

Who will review a small test, and how will you judge it?

What is still unknown or needs checking?

Bring this to a free 30-minute conversation

With Levi Brackman. Identify what needs checking and discuss a sensible next step: use an existing tool, explore a small test or clarify the task. Completion is optional.

Book your conversation: beaifirst.ai/book/levi

Existing tools or a simpler process may be enough. This is not a feasibility or savings estimate. Scope and fees are agreed before any paid work.