

# Spot Your First Automation

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A 15-minute worksheet from From101 to find the recurring work AI could take off your plate.

## What makes a good first automation

The best place to start is not your hardest problem. It's a piece of work you do over and over, know inside out, and that ends in something concrete. A good candidate has four traits:

- **It recurs.** You do it at least monthly, ideally weekly.
- **It ends in a deliverable.** A report, a case file, a plan, an updated page, an email to a client.
- **It takes real time.** At least an hour each time, so the payoff is worth it.
- **You know it well.** You can tell a good result from a bad one at a glance.

Examples from people who've done this: an accountant who spent 8 hours preparing each case, and a professor who spent 4 hours a week updating course pages.

## Step 1: List your recurring work (5 minutes)

Think back over the last month. Write down every piece of work you did more than once. Don't filter yet; aim for at least five.

| Work                                      | How often     | Time each time | What it produces                 |
|-------------------------------------------|---------------|----------------|----------------------------------|
| <i>Example: Weekly team status report</i> | <i>Weekly</i> | <i>2 hours</i> | <i>Report sent to leadership</i> |
|                                           |               |                |                                  |
|                                           |               |                |                                  |
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|                                           |               |                |                                  |

## Step 2: Filter with five questions (5 minutes)

For each item on your list, ask these five questions. Cross out anything that gets fewer than three yes answers.

1. Do I do it at least once a month?
2. Does it end in a concrete deliverable?
3. Does it take at least an hour each time?
4. Does it follow roughly the same pattern each time?
5. Is a big part of it gathering, sorting, summarizing, formatting, or drafting?

The fifth question matters most. Those are the parts of work AI handles well today, and they're usually what makes recurring work feel slow.

## Step 3: Pick one and describe it (5 minutes)

From what's left, pick the item where *how often* × *time each time* is largest. That's where the most hours go. If two are close, pick the one you know best.

Now describe it in one sentence:

Every [**how often**], I spend [**time**] turning [**what goes in**] into [**what comes out**].

*Example: Every week, I spend 2 hours turning project updates from five team leads into a status report for leadership.*

If you can write that sentence, you've done the Spot step. You've found your first automation.

## What comes next

Spot is the first of five steps. In the From101 program, participants take the work they spotted here and:

- **Split** it into its component tasks.
- **Score** each task: what AI can own, and what needs their judgment.
- **Solve** it by building the automation from a tested scaffold.
- **Sequence** it into a workflow their team actually uses.

In 10 weeks, every participant ends with a working automation built on their own work.

**Imagine your whole team doing this.** Request a call at [\[website\]/contact](#), and we'll show what a first cohort could build.