

The 10-Task AI Leverage Scorecard

Find the repetitive work worth delegating first - before buying another tool or trying to rebuild your entire business.

What this helps you decide

Not every task belongs with AI. This worksheet helps you compare ten recurring tasks using the factors that actually matter: time, repeatability, risk, verification and the value of the capacity recovered.

1. Capture List work you genuinely repeat.	2. Score Rate opportunity and constraints.	3. Choose Test one bounded workflow.
---	---	---

Use it on real work

Examples: account research, meeting preparation, sales follow-up, document comparison, application preparation, weekly reporting, invoice handling, project updates, content repurposing or customer question triage. Avoid vague entries like "do marketing".

The principle: delegate preparation and repetition; keep judgment, approval and accountability visible.

Step 1: list ten recurring tasks

Be specific enough that another person could recognize when the task starts and what a finished result looks like.

#	Recurring task	Trigger / input	Useful output	Current min/week
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Tip: use minutes per week, even if the task happens monthly. A two-hour monthly task is roughly 30 minutes per week.

Step 2: score the opportunity

Score each factor from 1 to 5. Higher is better for frequency, time cost, repeatability and value. Higher is worse for sensitivity and verification effort.

Factor	1	3	5
Frequency	Rare	Weekly	Daily / many times
Time cost	<15 min/week	1-2 hours/week	5+ hours/week
Repeatability	Different every time	Some stable steps	Clear recurring pattern
Capacity value	Low-value recovery	Useful capacity	Direct revenue / major focus
Sensitivity	Public / low risk	Internal	Personal, regulated or confidential
Verification	Quick glance	Moderate review	Expert checking / hard to prove

#	Freq	Time	Repeat	Value	Sens.	Verify	Score
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Opportunity score = Frequency + Time + Repeatability + Capacity value - Sensitivity - Verification. The number is a comparison tool, not permission to automate.

Step 3: choose one bounded experiment

Choose a high-scoring task that has a clear input, a useful output and a result you can verify. Define the boundary before choosing software.

Task selected Which exact recurring task will you test?	
Trigger What starts the workflow?	
Inputs What files, notes, pages or systems may it use?	
Output What must it produce, and in what format?	
Operating rules What must it always do, never do or ask before doing?	
Verification How will you know the output is correct?	
Stop conditions When must it stop and return control to you?	
Success measure What time, quality, revenue or attention improvement counts?	

Your first-week capacity estimate

Minutes currently spent per week: _____ Expected minutes after testing: _____ Capacity recovered: _____

Use the recovered time intentionally. More capacity is only valuable when it returns to selling, thinking, creating, serving customers or having a life.

Next: Run the experiment on low-risk work, inspect every output and revise the operating rules from evidence. GoKati documents practical examples and helps businesses turn proven workflows into useful systems.