EXPERT BUSINESS' AUTOMATIONS CHECKLIST

Rate each area of your business on a scale of 1 to 5 (1 = lowest, 5 = highest) for each of the eight headings. Add the scores for each row to calculate the total for each area of your business. Compare the total scores for each area. The area with the lowest score is the one that would benefit the most from automation, based on your current situation. This will free you up to **contribute more** in your high scoring areas.

CONVERTICO

AREA OF BUSINESS	YOUR PASSION	SKILL LEVEL	FLOW SCORE	CLEAR PROCESS	COMPLEXITY OF DELIVERY	CLIENT EXPERIENCE	YOU FIND THE TIME	RETURN ON YOUR TIME	TOTAL SCORE
SALES									/40
EMAIL MARKETING									/40
SOCIAL MEDIA POSTING									/40
CLIENT ONBOARDING									/40
TRAINING DELIVERY									/40
CONTENT CREATION									/40
PROJECT MANAGEMENT									/40
CUSTOMER SUPPORT									/40
REPORTING									/40
INVOICING									/40

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