



[> FREE_TEMPLATE](#)

The SCAN™ Audit Template

Map your manual work. Do the math. Find your first work system.

The same four-step process we use with every client —
now in your hands, free.

Before You Start

Most business owners know they are losing time to manual work. Very few know exactly where, or what it costs. This template fixes that in about 45 minutes.

SCAN™ is the four-step process behind every work system we build: Study, Calculate, Architect, Narrate. Math before motion — you will know the cost of your busywork before you spend a dollar fixing it.

S

STUDY

List every repeating manual task in your business — the copy-paste jobs, the follow-ups, the reminders you carry in your head.

C

CALCULATE

Put a dollar figure on each one. Hours per week times your hourly value. The number is usually bigger than you think.

A

ARCHITECT

Rank the opportunities by impact and effort. Your first work system should be high impact, low effort.

N

NARRATE

Write down what the fix looks like and who needs to know. A plan you can hand to a builder — or build yourself.

The rule this template runs on: a work system should return 10x its cost within 90 days — in time saved, revenue recovered, or errors eliminated. If the math does not clear that bar, do not build it yet.

Study — Map the Manual Work

List every task you or your team repeat by hand. Include the small ones — five minutes a day is 21 hours a year. If it happens more than once a week and follows the same steps, it belongs on this list.

Manual task	Who does it	Times / week	Minutes each	Hours / week

Study — The Hidden Work

The most expensive busywork is the kind you stopped noticing. Answer these to surface it:

> **What do you re-type or copy-paste between programs every week?**

> **Which messages do you send that are 80% the same every time?**

> **What waits for you personally before it can move (approvals, replies, scheduling)?**

> **What slips through the cracks when you take a day off?**

Calculate — Math Before Motion

Pick the three biggest tasks from your Study list. Run each through the formula. Use your real hourly value — what an hour of your time is worth to the business, not what you pay yourself.

$$\text{HOURS/WEEK} \times \text{HOURLY VALUE (\$)} \times 50 \text{ WEEKS} \\ = \text{ANNUAL COST OF DOING IT BY HAND}$$

Task #1: _____

_____ hrs/week x \$ _____ /hour x 50 = \$ _____ per year

Gut check: what else could that money buy? A hire? A campaign? Your evenings back?

Task #2: _____

_____ hrs/week x \$ _____ /hour x 50 = \$ _____ per year

Gut check: what else could that money buy? A hire? A campaign? Your evenings back?

Task #3: _____

_____ hrs/week x \$ _____ /hour x 50 = \$ _____ per year

Gut check: what else could that money buy? A hire? A campaign? Your evenings back?

Architect — Pick Your First Work System

Place each of your three tasks on the grid. Your first work system lives in the top-left square: big savings, simple fix.



My first work system will be:

Narrate — Write the Plan Down

A work system that lives in your head is not a system. Answer these four questions and you have a build brief — something you can hand to a builder, or to us, or execute yourself.

When this task is automated, what exactly happens without me? (Describe the finished state.)

What triggers it? (A form submission, a new email, a schedule, a payment...)

Where must a human still decide? (Approvals, exceptions, judgment calls.)

How will I know it worked? (The number that should change in 90 days.)

You Did the Math. Now What?

If you finished this template, you know something most business owners never find out: exactly what your busywork costs, and which fix pays for itself first.

Three ways forward:

✓ **Build it yourself.**

Everything on your BUILD FIRST square can be done with off-the-shelf automation. It costs your time instead of your money.

✓ **Have us build it.**

Our Quick Win Build (\$997) turns one item on your list into a running work system in 3–5 days. It comes with the math already done — you just did it.

✓ **Not sure? Start with the full SCAN™ Audit (\$497).**

We run this same process with you, on your business, and hand you a prioritized roadmap — whether you hire us to build or not.

Free the people. Work systems do the rest.

Book a free 30-minute discovery call. We will look at your completed template together and tell you honestly what is worth building — and what is not.

humanfirstautomations.com/contact