

6 signs a process needs to be automated

Automating repetitive processes is one of the easiest ways to improve productivity and free your team up to focus on activities that are more engaging and that clients value (and maybe knock off a little early in the process!).



With no shortage of opportunities to turbocharge your engine room efficiency, perhaps the hardest part is deciding what to automate.

We've created this handy checklist to help you identify processes that are perfect for automation

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you find yourself getting angry or frustrated at the process? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have to complete the process more than once? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you often get an inconsistent outcome each time the process is completed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there more than one person involved in completing the process? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you find yourself having to complete the process quickly or in a hurry? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you need transparency over the process, including who has done what? |

If you answered yes to one or more of these points - it's time to automate!

We can help you get started.

Visit our website for more automation tools, resources, and ideas.