BUSINESS
AUTOMATION

FREE PLAYBOOK · 15 MINUTES

# The Leak Audit. *7 prompts* to find where your company loses money.

Copy, paste, answer. You end up with a one-page report that puts a price on every repetitive task, every copy-paste handoff and every tool nobody opens.



BEFORE YOU START

# How this works, *in 15 minutes*

Most companies know they lose time. Very few know the number. These prompts turn vague frustration into a ranked list of leaks, each with a price per year.

**What you need**

1. Claude, ChatGPT or any AI assistant you already use.
2. A rough list of what each team does in a week. Bullet points are fine.
3. Your software list with the monthly cost per seat.
4. Three or four timestamps: lead in, first reply, invoice sent, invoice paid.

Tip: replace client names and personal data with placeholders before you paste anything into an AI tool.

THE FORMULA BEHIND EVERY PROMPT

```
annual leak = people × hourly cost × manual hours per week × 52
                    + tools nobody fully uses × cost per month × 12
```

Example: 8 people, €45/h, 12 manual hours each per week, 4 under-used tools at €90/month.

**€228.960** per year

**Order matters.** Run prompts 1 to 6 in the same chat so the AI keeps your context, then finish with prompt 7. Skip a prompt if it does not apply to you.

## 1 The task inventory

Finds: repetitive work nobody counts, priced per year.

```
I run a [type of company] with [number] people. Below is how each team spends a typical week:
[paste bullet points per team]

List every repetitive task (done at least weekly, follows a pattern, needs no real judgement). For
each task give: owner team, times per week, minutes per time, tools touched.
Then calculate hours per year and cost per year at €[hourly cost]/h.
Sort by annual cost. Add the tasks companies like mine usually forget to mention.
```

**Then:** keep the top 10. They are your first candidates.

## 2 The copy-paste map

Finds: every place a person re-types data between tools.

```
These are our tools: [list].
This is a typical journey from first contact to paid invoice: [describe in 5-8 steps].

Map every point where a person copies, re-types or exports data from one tool to another.
For each handoff give: from → to, what data, how often, error risk (low / medium / high), and what
an integration or an AI agent could do instead.
```

**Then:** mark every "high" risk. Errors cost more than time.

## 3 The shelfware check

Finds: software you pay for and nobody opens.

```
Here is our software list with monthly price, seats paid and seats actually used: [paste].
If usage is missing, ask me one question per tool.

Flag tools with under 50% usage, overlapping features and tools bought by one person for a one-off
need.
Output a table: tool, annual cost, estimated usage, verdict (keep / merge / cancel), annual
saving.
```

**Then:** cancel what is dead first. It is the fastest money you will find.

## 4 The slow-reply leak

Finds: money lost while leads, tickets and invoices wait.

```
Our typical delays (use averages, then worst case):
- lead received → first reply: [time]
- support ticket opened → first answer: [time]
- quote sent → first follow-up: [time]
- invoice sent → paid: [time]
Average deal value €[X], close rate [Y]%, leads per month [Z].

Estimate the revenue at risk for each delay and rank them from most to least expensive. Say
clearly which assumptions you made.
```

**Then:** the top of this list is where speed pays back first.

## 5 The rework detector

Finds: mistakes that keep coming back.

```
Here are the last 10 mistakes or rework loops in our company (wrong invoice, lost lead, duplicate
entry, missed renewal…): [list].

For each: time to fix, cost, and root cause (manual entry, missing handoff, unclear owner, tool
gap).
Which two root causes explain most of the cost?
```

**Then:** fix the root cause, not the symptoms.

## 6 The single point of failure

Finds: work that lives in one person's head or inbox.

```
List the tasks that only one person knows how to do, or that live in someone's inbox: [describe].
For each: the person, what breaks if they are away for two weeks, and how well it is documented (0
to 3).
Rank by business impact.
```

**Then:** document the top 3. Automate the ones that are pure routine.

THE 7 PROMPTS · 7

## 7 The one-page leak report

Finds: what to fix first, in plain numbers.

```
Using everything above, write a one-page report for the owner:
1. The top 5 leaks ranked by € per year.
2. Effort to fix each one (small / medium / large).
3. Quick wins that take less than two weeks.
4. What to automate first and why.
5. What NOT to automate, and why.
Blunt tone. No jargon. Numbers first.
```

### YOUR LEAK SHEET

| # | Leak | € per year | Effort | Owner |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

## Got your number? *Let's check it.*

Put your figures into the 30-second calculator, or book a free 30-minute strategy call. We review your leak sheet with you and tell you what an AI agent can recover, even if we never work together.

**business-automation.be/#calculator**
**business-automation.be/#cta** · contact@business-automation.be