THE COMPANION TO THE "7 PROMPTS" PLAYBOOK

The Leak Audit Checklist.

24 checks to find where your company leaks money — in 30 minutes, without a consultant.

How to use it: go section by section and tick what is **true today** — not what you plan to fix. Every empty box is a leak candidate. Section numbers match the prompts in the playbook: stuck on a section, run its prompt.



Tick what is true today.

Every box you can't tick is money moving off the books.

1 MANUAL WORK

"We're always busy but nothing scales."

- [ ] Every task repeated 3+ times a week is written down
- [ ] Each has an owner, minutes per run, runs per month
- [ ] You know your top 5 tasks by monthly hours
- [ ] That list was reviewed in the last quarter

2 THE PRICE TAG

Hours nobody turned into euros.

- [ ] Each repetitive task has a yearly € cost attached
- [ ] You use loaded hourly cost, not gross salary
- [ ] The total shows up in a management report
- [ ] You know the 3 tasks with the fastest payback

3 COPY-PASTE

"Every order gets touched 4 times in 3 systems."

- [ ] Hand-offs between tools are mapped, by hand means flagged
- [ ] You know what gets retyped, and how often
- [ ] Nothing breaks when one person is on holiday
- [ ] No process depends on someone remembering an inbox

4 SHELFWARE

"We already pay for a CRM nobody uses."

- [ ] A full subscription list with monthly costs exists
- [ ] Every tool had an active user in the last 7 days
- [ ] You know roughly what % of each tool you use
- [ ] A tool was cancelled or consolidated in the last 6 months

5 WHO'S WAITING

"We reply when we can — often too late."

- [ ] You know your first-response time to a new lead
- [ ] You know how long a ticket waits for a human
- [ ] After-hours requests get a useful automatic reply
- [ ] No customer waits on an internal-only step

6 BLIND SPOTS

"To know how we're doing, I ask 3 people."

- [ ] Revenue this week: answerable in under a minute
- [ ] Open tickets & late invoices: under a minute
- [ ] Nobody gets interrupted to produce these numbers
- [ ] The numbers come from a system, not from memory

Score it: count the empty boxes. **0–4** tight ship — automate for speed, not survival. **5–10** you're leaking — price it (next page). **11+** the leak is a line item. It just isn't on your P&L yet.

Now put a number on it.

A leak without a price gets ignored. A priced leak gets fixed.

THE NAPKIN VERSION

_____ hours/week of manual work

× _____ people doing it

× € _____ loaded cost per hour

× 46 working weeks = € _____ / year

Prefer sliders? The calculator at business-automation.be does this in 60 seconds.

What to automate first

- [ ] Repetitive — same steps every time, no judgment calls
- [ ] Rule-based — you could write the rules on one page
- [ ] High volume — daily or weekly, not quarterly
- [ ] Inside tools you already pay for — no rip-and-replace

Next step — if the number hurts

We run a **48h audit**: your leak map, an automation roadmap and an ROI model. No contract, no 6-month consulting engagement. Audit first. Build second.

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