AI BUSINESS OS · MODULE 05

Automate the *boring*

If you do it three times, ask whether it should be automated. Learn to see the repetitive work hiding in your week — and wire it to run itself while you focus on what only you can do.

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The machine

This module builds one thing: automations that run the repetitive work of your business without you. First the automation mindset, then the four-part anatomy every automation follows, then the tools and the build. It ends with one exercise and one deliverable.

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NOTE

This module builds on Modules 01–04. Automations connect the systems you've already built — your OS, your workforce, your content engine and your CRM. The more of your business already lives in systems, the more there is to automate. It works standalone too, on whatever you run today.

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BEFORE YOU START

How to use this module

Read these two pages before anything else. They decide whether you finish with three automations quietly running your busywork, or a list of things you keep meaning to automate.

This is a build, not a read

Knowing automation exists changes nothing. Having three automations that run your repetitive work every day gives you hours back this week. This module is a build: it produces at least three working automations, wired to the systems you already run. Every part ends with an action. Read all of it without building one, and you'll keep doing by hand the exact tasks a machine could have done while you slept.

Work in two passes. Read a part for the shape, then build your version. The goal isn't an elegant diagram of your workflows — it's three boring tasks that never touch your hands again.

> REMEMBER
>
> Automation isn't about doing more — it's about doing less of what a machine can do, so your time goes to what only you can do. Every task you automate is time bought back, permanently. You pay the setup cost once; the task pays you back every time it runs.

It connects your systems

This module builds on the ones before it. Automations are the wiring between the systems you've already set up: a form feeds your CRM (Module 04), a payment triggers onboarding, your content engine (Module 03) publishes on a schedule, your AI workforce (Module 02) drafts inside a flow. The cleaner your OS (Module 01), the more there is to connect. You don't need all of them to start — but every system you've built is a place an automation can plug into.

The only output that matters

Not how many tools you learn. Not how clever your flows look. The single output of this module is **at least three live automations**, chosen from the repetitive tasks that actually eat your week. If three boring things are running without you at the end, the module worked. If you have a list of ideas and nothing automated, it didn't.

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How to read the callouts

CALLOUT	WHAT IT HOLDS
Keep in mind	The core idea of the section — worth remembering even if you forget the rest.
Example	A concrete automation so you can see the anatomy applied to real work.
Pitfall	The mistake most people make at this exact step.
Take action	What you build before moving on. Non-negotiable.

TAKE ACTION — 00

Open a blank doc titled “Automations” and keep it beside you the whole way.

For the next day, note every task you do that you’ve done many times before.

Star any task you did more than three times this week — those are your candidates.

Write the one repetitive task you’d most love to never do again.

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01

AUTOMATE THE BORING

The rule of three & the anatomy

Before the tools, two ideas: a simple rule for spotting what to automate, and the four-part anatomy that every automation — no matter how complex — is built from.

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In this part, you'll

- **Use the rule of three to spot what's worth automating**
- **Learn the four parts every automation is made of**
- **→ Action → Condition → Output**
- **Know what to automate — and what to leave to a human**

The rule of three

Here's the whole filter, in one line: if you do it three times, ask whether it should be automated. Not once — once might be a fluke. Three times means it's a pattern, and patterns are what machines do better than you.

The rule works because it catches the tasks that hide. Big obvious chores are easy to spot; it's the small repetitive ones — copying a form entry into your CRM, sending the same welcome email, creating the same task after every payment — that quietly eat hours a week without ever feeling big enough to fix. The rule of three drags them into the light. Once you start counting, you'll find your week is full of three-time tasks you never noticed you were doing by hand.

> REMEMBER
>
> The rule of three is a prompt, not a command. Three repetitions means "ask the question, " not "automate no matter what." Some tasks are repetitive but rare, or too varied for a machine. The rule just makes sure you never do something fifty times without once asking if you should.

The anatomy of an automation

Every automation, from the simplest to the most elaborate, is built from the same four parts. Learn them once and you can read — and design — any workflow, in any tool.

A **trigger** is what starts it: an event that happens without you. An **action** is what happens next: the thing the automation does in response. A **condition** is the logic that decides whether, or which, action runs. And the **output** is the result: the record created, the message sent, the task made. Most automations chain several actions together, but they all begin with one trigger and end in a concrete output. See a workflow through this lens and it stops being magic — it's just four parts in sequence.

Trigger

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