VALID AGENDA

Current annual cost
$81,293

Potential savings (50%)
$40,647

Weekly hours captured
27.2 hrs

Capacity returned (weekly)
13.6 hrs

DECISION SUMMARY

What this estimate suggests
- You have ~27.2 hrs tied up in repeatable work.
- At 50% automation, that is ~$40,647/year in savings capacity.
- Best starting point: Emails.

Guardrails
- Workflow first, tools second.
- Low/no-code first where reliable.
- If payback is unclear, do not build.

TOP OPPORTUNITIES

Emails   Quick Win
Annual cost $43,333 · Savings $21,667

Why it pays back: Fast to deliver with low/no-code. Unlock savings quickly.
Lowest-risk path: Workflow first, low/no-code first.

Reporting   Quick Win
Annual cost $24,960 · Savings $12,480

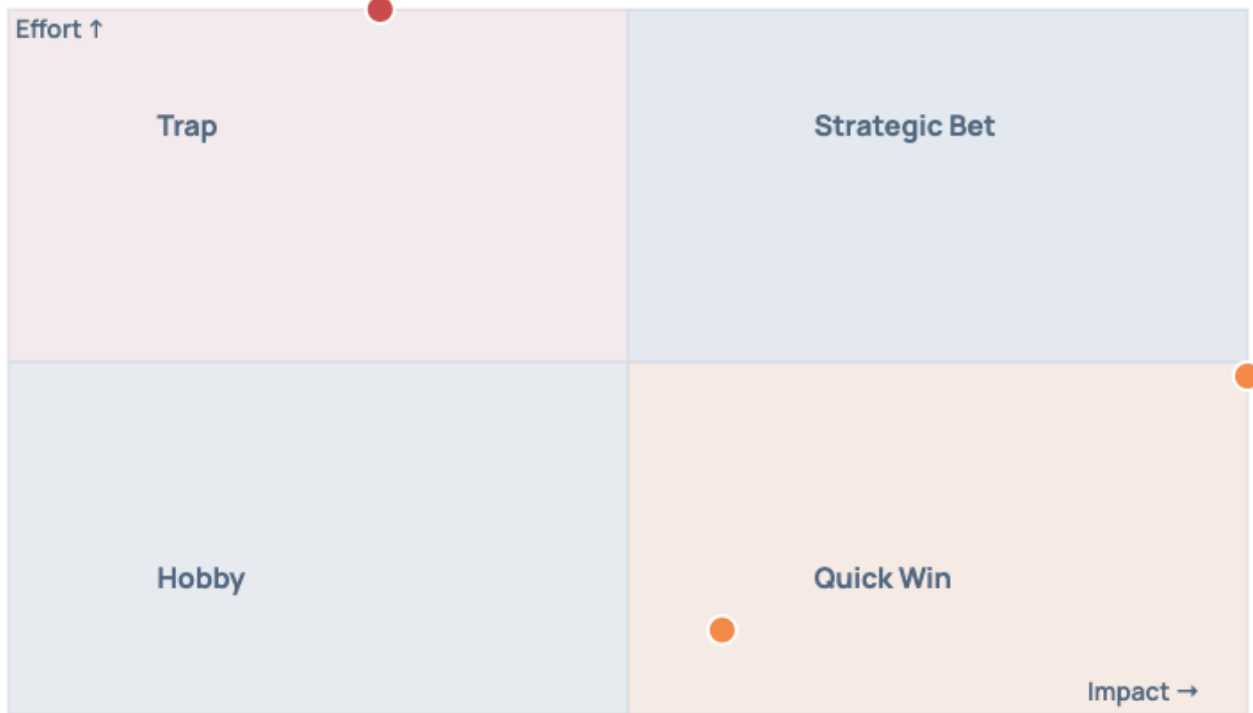Why it pays back: Fast to deliver with low/no-code. Unlock savings quickly.
Lowest-risk path: Workflow first, low/no-code first.

TASK BREAKDOWN

Task	Role	Weekly hours	Annual cost	Savings (50%)	Priority
Emails	Sales	16.7 hrs	$43,333	$21,667	Quick Win
Reporting	Ops Manager	8.0 hrs	$24,960	$12,480	Quick Win
Reaching out to warm leads	Sales Director	2.5 hrs	$13,000	$6,500	Trap

Savings assumes 50% automation of captured time. Sprint validates baseline and constraints.

Effort ↑

Trap

Strategic Bet

Hobby

Quick Win

Impact →

Impact vs effort portfolio view

If you do nothing

You are currently spending ~$81,293 per year on these tasks.
At 50% automation, you could reclaim ~706.3 hours per year.

AI Payback Sprint (Evaluate)

Confirm what pays back first, then decide what to build.

- Baseline one workflow (time, cost, errors, cycle time)
- Prioritised shortlist with simple value math
- 30/60/90 plan with owners and guardrails

Book: https://validagenda.com/book

This is an estimate. The Sprint confirms the baseline and payback.