Day 19 – The Agent Audit Playbook

🟣 **3Yes = Automate -** 🟢 **2Yes = Automate Later -** 🔴 **1Yes = Keep doing it yourself**

Step #1: Look Back at Your Tasks (from Day 16)

Task #3: [**12. Scan Industry updates and what relevant for payments**]
Add a ✅ if the answer is "yes", if no, leave it blank

Question	Yes?	Notes
Is it repetitive? (Do you do the exact same steps each time?)	Y	Look up, reformat & email
Is it rule-based? (Could you write down the exact process someone else could follow?)	Y	Yes, look up set sites, extract information, summarise report, email
Is it time-consuming? (Takes more than 15 minutes OR happens daily?)	Y	**Step #2: Calculate Your Time Recovery** 5 x per week **Weekly time spent** = 30 mins x 5 = 150 mins = 2.5 hr/week **Monthly time saved** = 2.5 × 4 = 10 hr/month

Step #3: Check Agent Readiness
Before you start building, verify you have what's needed:

Checklist	✅
Clear written process (step-by-step instructions)	Review multiple (set Industry sites) ->Extract today's entries ->add to Doc->email
Example input (examples of what triggers this task like email, message, or form submission)	Daily manual lookup
Example output (what "done" looks like)	Competed Daily word doc & email
Data source (where info comes from)	Swift news	Swift – latest page filtered by 2025 + Payments

	[Publications	Bank of England](#) – latest page then Filter Date with Todays date
Decision rules ("If X, then Y")	If New Item for today add else "No SWIFT 2025 Payments entries today"
	If New Item for today add else "No BOE 2025 entries today"

Step #4: Build Decision

Use this decision tree:

- Question 1: Does this task use data from multiple sources?
  - **No** → Use Zapier automations (connects 2 tools easily)
  - **Yes** → Continue to Question 2
- Question 2: Does this task require remembering past interactions?
  - **No** → Use N8N (good for simple multi-step workflows)
  - **Yes** → Use N8N **with memory** (what you did yesterday!)