

Goal card

Drop in: what you're building

You build: Your goal and the one workflow you'll automate first

Name _____ Date _____

Write one sentence that says what "this worked" looks like in numbers, with a name and a date in it. A goal on paper, dated, with a name on it, is something you can be wrong against. Rough is fine. You'll revise the workflow line after Lesson 2's scoring.

01 *My goal*

Business, or the department I run _____

The one workflow I'm automating first (provisional) _____

Who owns it (a name, not a role) _____

02 *The success sentence*

Every bracket does a job. The name means one person owns it. The hours mean it's countable. The task ties it to your one workflow. The date is the day you make a call.

This worked if _____ spends _____ fewer hours a week on
_____ by _____ (date).

03 *The number I'll count: drafts approved per week*

How many times Claude wrote something, you looked at it, and you sent it or used it. Tally marks, not a dashboard. Good looks like: the count goes up and the editing goes down.

WEEK 1	WEEK 2	WEEK 3	WEEK 4

04 *The appointment*

Weekly, twenty minutes, same day and time. Put it in now, before there's anything to review. A named person, a recurring appointment, and a visible queue: that's the entire adoption strategy.

Day _____ Time _____ On the calendar, recurring ☐

05 *Day 30*

Day 30 date _____

"What do you do less of now?" _____

 The decision (circle one) Ship it Fix one thing, run 30 more days Kill it cleanly