# Less admin, more time

Find one repeated task you can simplify, then test whether the change helps.

Use what fits your situation. Start with one useful change.

- [ ] I have chosen one repeated task.
- [ ] I know what starts the task and what a finished result looks like.
- [ ] I have recorded the current steps and time involved.
- [ ] I have removed an unnecessary step or tried a simple template.
- [ ] I know who owns the task and who checks the result.
- [ ] I have tested with sample information and reviewed access.
- [ ] I have included checking, correction and costs in my comparison.
- [ ] I have decided to keep, adjust or stop the change.

**My next useful step**

My repeated task and how often I do it

One change I will test

Old / new time, including checking

Review date and what I will look for

Keep completed copies private. Do not write passwords, recovery codes or customer details here.

**Full guide and credited learning links:**
https://caribbeancolabs.com/less-admin-more-time