



Turn any task you repeat into a template, a routine, or an automation — that a human still reviews.

Task Audit · Tool Match · Template · Automate · Review

1

Task audit

For one week, note every task you repeat. The ones you've done the same way three weeks running aren't tasks — they're templates you haven't written down yet.

Look for the quiet repeaters that eat your week: the weekly report, the same five emails, the status update.

2

Tool match

For each repeating task, pick the right tool: a saved prompt, a template, your office software's built-in AI, or a full automation. Match the tool to the stakes.

Not everything needs automating. Most tasks just need a good reusable prompt.

3

Template

Turn your best prompt into a template: the refined instruction with blanks for the week's details. Build a personal library so your best work becomes one paste.

A prompt you've refined becomes a template; a template used weekly becomes a routine.

TEMPLATE SHAPE

You are [role]. Do [task] using the details below. Follow this format every time: [structure]. Details this week: [blanks I fill in].

4

Automate

Where the stakes allow, let it run on a schedule — but only tasks that are safe to repeat. Keep personnel matters, and anything you'd hate to see sent with an error in your name, fully manual on purpose.

Automation multiplies output — and multiplies mistakes. An error in an automated task embarrasses you on schedule.

5

Review

The non-negotiable step. Every automated draft crosses your screen before it goes anywhere. You read, fix, and press the button — names, dates, and numbers especially, because a template repeats last week's date forever if nobody looks.

Every NovaByte framework ends the same way: with a human, reviewing.

⚠ Automation multiplies mistakes too

An error in a one-off email embarrasses you once; an error in an automated one embarrasses you on schedule. Two tasks should usually stay manual on purpose: anything involving personnel matters, and anything you'd hate to see sent with an error in your name. And a template happily repeats last week's date forever if nobody looks — which is why the Review step never comes off.