Monday Made Easier

AI UPSKILLING FOR CALMER WORK

The 10-Hour Time Reclaim Workbook

A practical Codex-led workbook for finding busywork, redesigning team workflows, and turning repeated work into reusable AI-assisted systems.

WORKBOOK OUTCOME

Find the busywork. Redesign the workflow. Reclaim 10 hours a week.

Build a time leak map, score AI opportunities, redesign three workflows, create a prompt pack, draft a team SOP, and measure the result after 30 days.

OPERATING STANDARD

Remove work before automating it.

This workbook keeps the human accountable: measure first, protect sensitive data, review outputs, and automate only stable workflows.

SMART TOOLS. CALMER WORK. CONFIDENT GROWTH.

Contents

Main Conclusion

Most teams do not need another list of AI prompts. They need a way to find where time is leaking, redesign the work, and turn the improved workflow into a repeatable system.

This workbook helps you use Codex to identify and pursue 10 hours of weekly time savings across a small team or recurring workflow.

The goal is not to make people work faster inside a broken system. The goal is to remove unnecessary work, compress repeated work, improve handoffs, and create reusable AI-assisted workflows.

The working promise is:

> **Find the busywork. Redesign the workflow. Reclaim 10 hours a week.**

IMPORTANT LIMIT

This workbook does not guarantee that every person will save 10 hours every week. Ten hours is a team-level reclaim target. Actual savings depend on the workflow, data access, tool access, decision rights, manager support, and whether the team actually changes how work gets done.

Who This Workbook Is For

Use this workbook if you are:

- A founder or operator trying to reduce admin drag.
- A manager whose team is busy but not making enough progress.
- A team lead responsible for AI adoption.
- A consultant or trainer helping a client find practical AI use cases.
- A knowledge worker who wants to turn repeated tasks into calmer systems.

This workbook is not for:

- People looking for a generic list of prompts.
- Teams unwilling to change meetings, reporting, handoffs, or review habits.
- Workflows involving sensitive data where tool permissions are unclear.
- Fully automated decision-making in high-risk contexts.

What You Will Create

By the end, you will have:

- A weekly time leak map.
- A 10-hour reclaim target.
- A ranked list of busywork categories.

- A meeting reclaim plan.
- A reporting reclaim plan.
- A communication and status-chasing reclaim plan.
- Three redesigned workflows.
- A reusable Codex prompt pack.
- One team SOP.
- One automation-readiness decision.
- A 30-day rollout plan.
- A measurement sheet for checking whether time was actually reclaimed.

The Operating Standard

Use this standard throughout:

```
Understand the work first.
Measure before claiming savings.
Remove work before automating it.
Keep humans accountable for judgement.
Turn repeated work into reusable systems.
Verify the outcome after 30 days.
```

The 10-Hour Reclaim Equation

You reclaim time in five ways:

Lever	What it means	Example
Remove	Stop doing low-value work	Cancel a recurring status meeting
Replace	Use a lighter workflow	Replace a meeting with an async update
Compress	Use Codex to shorten repeated work	Turn notes into a first-draft report
Systematise	Create prompts, templates, and SOPs	Build a weekly reporting prompt pack
Automate carefully	Schedule or delegate only stable workflows	Draft a weekly briefing for review

Your 10-hour target should usually come from several small wins, not one dramatic automation.

Example:

Time leak	Reclaim method	Weekly time reclaimed
Two unnecessary recurring meetings	Remove or replace	3 hours

Time leak	Reclaim method	Weekly time reclaimed
Manual weekly report	Compress and systematise	2 hours
Status chasing	Replace with structured update workflow	2 hours
Repeated email drafts	Compress with reviewed prompt	1.5 hours
Searching for context before meetings	Systematise prep workflow	1.5 hours
Total		10 hours

How To Use This Workbook

Work through the labs in order. Each lab creates one asset that feeds the next lab.

For best results, create a project folder called `10-hour-time-reclaim` and add:

- Calendar export or list of recurring meetings.
- A rough weekly task list.
- Examples of recurring reports, updates, emails, or documents.
- Notes on repeated frustrations and bottlenecks.
- Any existing SOPs, templates, or process notes.

SAFETY RULE

Do not paste sensitive customer, employee, financial, legal, health, or confidential business data into a tool unless your organization has approved that use. Use redacted examples when learning the workflow.

Lab 1: Build The Weekly Time Map

GOAL

Create a clear picture of where time actually goes.

INPUTS

- Your weekly task list.
- Recurring meetings.
- Repeated reports or updates.
- Inbox/message patterns.
- Any known bottlenecks.

CONTEXT CHECK

Codex cannot magically find time in the week without evidence. It needs context about how the business actually runs: calendar patterns, task lists, handoffs, reports, messages, meeting notes, process notes, or rough observations from the team.

If you are not tracking this yet, start simple. For one week, collect a calendar export, a list of recurring tasks, examples of repeated reports or updates, and short notes on where people lose time. AI becomes useful for this analysis when it has real business data to organize, compare, and question.

PROMPT

```
I want to reclaim 10 hours per week from repeated busywork.

Use the notes and files in this project to create a weekly time map.

Identify:
- recurring tasks
- recurring meetings
- repeated reports or updates
- status-chasing loops
- duplicated work
- manual formatting or copy-paste work
- searching-for-context work
- work that requires human judgement
- work that could be supported by Codex

Output:
Create a Markdown table with these columns:
- Work item
- Category
- Frequency
- Estimated time per occurrence
```

```
- Weekly time cost
- Who is involved
- Current trigger
- Current output
- Pain point
- Evidence or source note

Do not invent exact times. If the notes are unclear, mark the time as an estimate and
list what I should verify.
```

REVIEW

- Did Codex separate facts from estimates?
- Are recurring tasks grouped clearly?
- Are high-judgement tasks marked separately?
- Are source notes preserved?
- Is the weekly time cost plausible?

WORKSHEET

Work item	Category	Freq.	Each	Weekly	Pain	Verify?

Lab 2: Identify The Time Leak Categories

GOAL

Find the patterns behind the wasted time.

Use these categories:

Category	Definition
Meeting waste	Meetings without clear decision, agenda, or owner
Status chasing	Asking where things stand because work is not visible
Rework	Fixing avoidable mistakes or unclear handoffs
Search cost	Hunting for files, decisions, context, or prior examples
Manual reporting	Rebuilding updates, summaries, slides, or spreadsheets
Copy-paste admin	Moving information between tools by hand
Review drag	Waiting for approvals or unclear feedback
Tool switching	Work split across too many apps
Decision fog	Time lost because owner, next step, or standard is unclear

PROMPT

```
Analyze the weekly time map.

Group the work into time leak categories:
- meeting waste
- status chasing
- rework
- search cost
- manual reporting
- copy-paste admin
- review drag
- tool switching
- decision fog
- other

For each category, calculate:
- estimated weekly time cost
- strongest evidence
- likely root cause
- whether AI can help directly
```

```
- whether the workflow must be redesigned first
- what not to automate yet

Output:
Rank the categories from highest to lowest reclaim potential.
```

REVIEW

- Did Codex identify root causes, not just symptoms?
- Did it avoid assuming AI is the answer for every issue?
- Did it flag workflows that need redesign before automation?

WORKSHEET

Rank	Time leak category	Weekly time cost	Root cause	AI helps?	Redesign first?
1					
2					
3					

Lab 3: Run The Meeting Reclaim Audit

GOAL

Recover time from meetings without damaging collaboration.

INPUTS

- List of recurring meetings.
- Meeting purpose, attendees, duration, and outputs.
- Notes on which meetings feel useful or wasteful.

PROMPT

```
Audit these recurring meetings for time reclaim.

For each meeting, identify:
- stated purpose
- actual purpose if different
- required decision or output
- attendees who must be there
- attendees who only need the notes
- whether the meeting could become an async update
- whether the meeting could be shorter
- whether it should be batched with another meeting
- what would break if we cancelled it

Classify each meeting as:
- Keep
- Shorten
- Reduce frequency
- Replace with async update
- Cancel

Output:
Create a meeting reclaim plan with estimated weekly hours saved and a suggested
communication note to the team.
```

REVIEW

- Did Codex protect necessary decision meetings?
- Did it avoid cancelling meetings where relationships or judgement matter?
- Is each proposed change reversible?
- Is the estimated saving realistic?

WORKSHEET

Meeting	Current weekly time cost	Recommendation	New format	Weekly time reclaimed

Lab 4: Run The Reporting Reclaim Audit

GOAL

Turn manual reporting into a repeatable workflow.

High-impact targets:

- Weekly team updates.
- Client updates.
- Sales reports.
- Marketing performance summaries.
- Project status reports.
- Leadership briefings.
- Board or investor updates.

PROMPT

```
Analyze this recurring report or update workflow.

Identify:
- who requests it
- who creates it
- who reads it
- what decisions it supports
- source data or source notes
- repeated sections
- manual formatting steps
- quality checks required
- parts Codex can draft
- parts a human must review

Then redesign the workflow so it is faster but still accurate.

Output:
1. Current workflow
2. Improved workflow
3. Codex prompt for first draft
4. Human review checklist
5. Estimated weekly time reclaimed
6. What would make this unsafe or inaccurate
```

REVIEW

- Does the improved workflow preserve source fidelity?
- Are assumptions marked?

- Is the human review point explicit?
- Are numbers and claims verified rather than blindly generated?

WORKSHEET

Report/update	Current time	Improved workflow	AI role	Human review	Time reclaimed

Lab 5: Reduce Status Chasing

GOAL

Replace "where are we with this?" loops with a visible update system.

Status chasing usually means the workflow lacks one of these:

- Clear owner.
- Clear next action.
- Clear due date.
- Clear definition of done.
- Clear place to check status.
- Clear escalation rule.

PROMPT

```
Analyze the status-chasing examples in this project.

For each repeated status loop, identify:
- what people keep asking
- why the answer is not already visible
- who owns the work
- what the next action is
- where status should live
- what update format would prevent chasing
- whether Codex can summarize or draft the update

Create a status update system with:
- a weekly update template
- a project/blocker update template
- a decision-needed template
- rules for when to send an update versus hold a meeting
```

REVIEW

- Does the new system reduce messages rather than create more?
- Is there one clear place for status?
- Are owners and next actions explicit?
- Does the template fit the team's actual work?

WORKSHEET

Status loop	Root cause	New update format	Owner	Time reclaimed

Status loop	Root cause	New update format	Owner	Time reclaimed

Lab 6: Build The Repetition Library

GOAL

Find repeated work that should become prompts, templates, SOPs, skills, or automations.

PROMPT

```
Review the time map and identify repeated workflows.

Classify each workflow as:
- One-off: do manually
- Prompt-ready: Codex can help each time
- Template-ready: create a reusable structure
- SOP-ready: the team needs a documented process
- Skill-ready: Codex needs reusable instructions
- Automation-candidate: stable enough to test later
- Do not automate: judgement, risk, or unclear inputs are too high

For each workflow, explain the classification.
```

REVIEW

- Are unstable workflows kept away from automation?
- Are high-risk workflows marked for human review?
- Are repeated outputs captured as reusable assets?

WORKSHEET

Workflow	Frequency	Classification	Reason	Next asset to create

Lab 7: Score The 10-Hour Opportunities

GOAL

Choose the highest-impact workflows to redesign first.

Scoring:

Rate each workflow from 1 to 5.

Score	Meaning
1	Low
3	Medium
5	High

Use these criteria:

- Time cost.
- Frequency.
- Pain level.
- Business value.
- Ease of improvement.
- Low risk.
- Clarity of inputs.
- Clarity of output.
- Reviewability.
- Team willingness.

PROMPT

```
Create an AI time reclaim scorecard.

For each workflow, score:
- weekly time cost
- frequency
- pain level
- business value
- ease of improvement
- low risk
- clarity of inputs
- clarity of output
- reviewability
- team willingness

Then recommend the top 3 workflows to redesign first.
```

```
Do not choose the biggest time cost automatically. Choose the workflows with the best mix of impact, safety, and likelihood of adoption.
```

REVIEW

- Did Codex prioritize realistic wins?
- Did it avoid risky workflows just because they are time-consuming?
- Is the 10-hour target built from believable pieces?

WORKSHEET

Flow	Time	Freq.	Pain	Value	Ease	Risk	Review	Buy-in	Total

Lab 8: Redesign The Top 3 Workflows

GOAL

Turn the highest-impact opportunities into improved workflows.

PROMPT

```
Redesign this workflow:

[paste workflow]

Use this structure:

1. Current workflow
2. Root cause of wasted time
3. Improved workflow
4. What to remove
5. What to replace
6. What Codex should draft, summarize, analyze, or structure
7. What a human must review
8. Required inputs
9. Required output format
10. Failure cases
11. How we will measure time saved

Keep the change small enough to test in one week.
```

REVIEW

- Is the improved workflow simpler than the current workflow?
- Is the human review point clear?
- Is the output format specific?
- Can the workflow be tested next week?

WORKSHEET

Flow	Remove	Replace	Codex role	Human review	Test date	Reclaim
1						
2						
3						

Lab 9: Create The Codex Prompt Pack

GOAL

Turn the redesigned workflows into reusable prompts.

Every prompt should include:

- Goal.
- Context.
- Inputs.
- Constraints.
- Output format.
- Review criteria.
- Ask-before-acting rule.

PROMPT

```
Create a reusable prompt pack for these redesigned workflows.

For each workflow, create:
- intake prompt
- first-draft prompt
- quality review prompt
- final handoff prompt
- improvement prompt for after the workflow is tested

Each prompt must include:
- goal
- required inputs
- constraints
- output format
- verification checks
- when to ask before acting

Avoid vague prompts. Make them specific enough that a teammate can reuse them.
```

REVIEW

- Could a teammate use the prompt without extra explanation?
- Does each prompt include review criteria?
- Are assumptions and missing inputs handled explicitly?
- Does the prompt prevent external action without approval?

Prompt pack worksheet:

Workflow	Intake prompt	Draft prompt	Review prompt	Handoff prompt

Lab 10: Turn One Workflow Into A Team SOP

GOAL

Create a team-ready operating procedure.

PROMPT

```
Turn this redesigned workflow into a team SOP.

Include:
- purpose
- when to use it
- who owns it
- required inputs
- step-by-step workflow
- Codex prompts to use
- human review points
- output standard
- common failure cases
- what not to do
- how to measure whether it saved time

Tone:
Clear, practical, and easy for a busy team to follow.
```

REVIEW

- Is the SOP specific enough to run?
- Does it say who owns each step?
- Does it include review and failure cases?
- Does it define success?

SOP worksheet:

SOP section	Notes
Purpose	
Trigger	
Owner	
Inputs	
Steps	
Codex prompts	

SOP section	Notes
Review points	
Failure cases	
Success metric	

Lab 11: Decide What Is Automation-Ready

GOAL

Avoid automating unstable or risky workflows.

Automation-ready workflows have:

- Stable trigger.
- Stable inputs.
- Stable output.
- Clear owner.
- Clear review path.
- Low downside if the first version is imperfect.
- No sensitive external action without approval.

PROMPT

```
Assess whether this redesigned workflow is ready for automation.

Evaluate:
- trigger
- inputs
- outputs
- schedule
- tools required
- permissions
- data sensitivity
- failure modes
- human review needed
- what should happen if there is no new information
- how the first three runs should be reviewed

Classify it as:
- Not automation-ready
- Prompt-ready only
- SOP-ready
- Skill-ready
- Automation candidate after manual testing
- Automation-ready with approval

Do not create the automation yet. First explain the readiness decision.
```

REVIEW

- Did Codex say no when the workflow was not ready?

- Are permissions and failure modes clear?
- Is there a review plan for early runs?

WORKSHEET

Workflow	Readiness level	Reason	Approval needed	Next step

Lab 12: Build The 30-Day Time Reclaim Plan

GOAL

Turn the workbook into an implementation plan.

PROMPT

```
Create a 30-day time reclaim plan from this workbook.

Include:
- top 3 workflows to test
- expected weekly hours reclaimed from each
- owner for each workflow
- week 1 setup actions
- week 2 pilot actions
- week 3 improvement actions
- week 4 measurement and decision actions
- team communication plan
- risks
- what we will stop doing
- what we will start doing
- what we will not automate yet

Output:
Create a practical plan a team lead could use immediately.
```

REVIEW

- Is every action owned?
- Are expected savings measurable?
- Are team habits included, not just prompts?
- Are unsafe or unstable automations held back?

30-day plan:

Week	Focus	Actions	Owner	Evidence of progress
1	Setup			
2	Pilot			
3	Improve			
4	Measure			

Lab 13: Measure The Result

GOAL

Prove whether time was actually reclaimed.

Measure three things:

1. Time reclaimed.
2. Quality maintained or improved.
3. Stress or friction reduced.

PROMPT

```
Help me measure whether the 10-hour time reclaim plan worked.

Use the before and after notes in this project.

Create:
- baseline time estimate
- after-pilot time estimate
- hours reclaimed
- quality changes
- risks or regressions
- what to keep
- what to revise
- what to stop
- what could become a skill, SOP, or automation next

Be conservative. Do not claim time savings unless there is evidence.
```

REVIEW

- Are savings based on evidence?
- Did quality stay acceptable?
- Did the workflow create hidden work elsewhere?
- Is the next step clear?

Measurement table:

Workflow	Before time	After time	Weekly time reclaimed	Quality impact	Keep/change/stop

The Final 10-Hour Reclaim Dashboard

Use this table at the end of the workbook.

Reclaim source	Weekly hours reclaimed	Evidence	Owner	Keep/change/stop
Meetings				
Reporting				
Status chasing				
Repeated writing				
Search/context prep				
Copy-paste admin				
Other				
Total				

DECISION

Question	Answer
Did we reach 10 hours?	
If not, what blocked us?	
What improved even without full time savings?	
What should become a team SOP?	
What should become a reusable Codex skill?	
What should be tested for automation?	
What should stay human?	

Example: Marketing Team Time Reclaim

SCENARIO

A 12-person marketing team spends too much time on weekly reporting, campaign status meetings, stakeholder updates, and content repurposing.

POSSIBLE RECLAIM PLAN

Workflow	Change	Weekly reclaim
Weekly campaign status meeting	Replace half the meeting with async update template	2 hours
Performance report	Codex drafts summary from exported metrics and campaign notes	2 hours
Stakeholder update	Reusable update prompt and review checklist	1.5 hours
Content repurposing	Codex creates first-draft variants from approved source content	2 hours
Meeting prep	Codex generates agenda, decisions needed, and open questions	1 hour
Status chasing	Shared blocker/decision template	1.5 hours
Total		10 hours

Important:

This example is a model, not a guarantee. The team still needs real source data, review rules, and agreement to change the workflow.

Example: Founder/Operator Time Reclaim

SCENARIO

A founder spends time rewriting proposals, chasing client updates, preparing calls, summarizing notes, and manually creating weekly plans.

POSSIBLE RECLAIM PLAN

Workflow	Change	Weekly reclaim
Client call prep	Codex briefing from notes and previous action items	1.5 hours
Proposal first drafts	Reusable proposal prompt and examples	2 hours
Weekly planning	Codex turns task list into priority plan	1 hour
Client updates	Draft update from project notes	1.5 hours
Inbox triage	Read-only priority summary	1 hour
Repeated admin	SOP and checklist for recurring setup tasks	2 hours

Workflow	Change	Weekly reclaim
Status chasing	Client-facing update template	1 hour
Total		10 hours

What Not To Automate Yet

Do not automate:

- Sensitive client communication without review.
- Financial, legal, HR, or medical decisions.
- Workflows with unclear inputs.
- Workflows where the owner is unclear.
- Workflows where mistakes would affect customers, employees, payments, compliance, or reputation.
- Workflows that the team has not manually tested.

Use Codex to assist first. Automate later, after the workflow is stable.