The Work Checklist.

Ten places where a small business leaks time and money in manual work, and what you connect to stop it. This is the checklist I go through myself in the free process review, built on what has been running live at Inge de Bruijn Zwembad, a public swimming pool near Rotterdam, since 2025. If you recognize three or more, there's something to gain.

1. Answering the same question over and over

Opening hours, prices, "is this still possible", the status of an order. Questions whose answers are already on your site or in your system.

INTEGRATION An AI assistant on your own data that answers and only passes things to a person when it really has to.

TIME SAVED A few hours a week of front desk and email work.

2. Retyping numbers from several systems

Register, accounting, scheduling and stock are separate, and you are the integration that retypes it every week.

INTEGRATION Taking the order from the register, calculating VAT and margin and putting it straight into the books, without retyping.

TIME SAVED The retyping disappears, along with the mistakes that come with it.

3. A report that takes half a day

Putting the monthly or weekly overview together by hand from separate sources. Copy, paste, check, and only then start thinking.

INTEGRATION The system drafts it from all sources, and you approve it.

TIME SAVED From half a day to a few minutes of reading.

4. Reviews that sit for days

A so-so review that sits for three days before anyone sees it, and by then the chance to set it right has passed.

INTEGRATION Reviews come in, and a draft reply is ready for approval.

TIME SAVED Faster replies, a better score, fewer missed chances.

5. Checking clocked hours against the schedule

Comparing hours worked with the schedule by hand every pay period for payroll, with arguments afterwards.

INTEGRATION Hours and schedule side by side automatically, with only the deviations on top of the pile.

TIME SAVED The check takes a glance instead of an afternoon.

6. Forms someone retypes afterwards

A sign-up or request comes in through a form, and then someone copies it into the real system.

INTEGRATION The form writes straight into the records or the waiting list.

TIME SAVED No double entry, and no sign-up left waiting.

7. Stock or orders by gut feeling

Purchasing and stock without a view of what actually moves. Too much of one thing, just too late with another.

INTEGRATION Usage and stock side by side, with a signal before it goes wrong.

TIME SAVED Less dead money on the shelf, and fewer times you have to say no.

8. Tracking meter readings and energy by hand

Copying readings and comparing them with what they should be, and only noticing afterwards that something was off.

INTEGRATION Readings straight from the source, compared with the norm automatically, with an alert as soon as something deviates.

TIME SAVED You spot a leak the same day, not on the next bill.

9. No morning briefing, just separate screens

Going through five systems in the morning to know where you stand. The day starts with catching up instead of deciding.

INTEGRATION A daily briefing in your inbox at seven, with revenue, visitors, actions and anomalies lined up.

TIME SAVED You start by deciding, not by searching.

10. Knowledge that lives in someone's head

Only you or one regular employee knows how something works. When they go on vacation or leave, there's a gap.

INTEGRATION The standard answers and processes recorded where the system and the team can reach them.

TIME SAVED Less dependent on one person, and faster onboarding.

Recognize three or more? Book the free process review. In half an hour I point out three concrete places, with what they cost now and what an integration would save.

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