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The Task Sorter

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The sorting sheet, the prompt and the rules template for your first hand-off.

The idea

Most owners automate the wrong things first — usually the most annoying task, not the most hand-off-able one. Sort the week first, then pick tools.

The three piles

PILE	GOES HERE WHEN...
AI drafts (you approve)	It repeats, has written rules, and a mistake is cheap
Assistant (a person, with rules)	It needs hands, a phone, or judgement within clear rules
You	Money decisions, relationships, strategy

The sorting sheet (columns)

TASK	HOW OFTEN	MINUTES EACH	PILE	WRITTEN RULES EXIST?	FIRST HAND-OFF?

The prompt

> Here is everything I did last week with how often and how long each took.
> Sort each task into AI DRAFTS (I approve), ASSISTANT (needs a person, follows rules) or ME (money, relationships, strategy).
> For each AI or assistant task, list the written rules it would need.
> Flag any task that has no written rules yet.
> Then suggest which single task to hand off first, and why.

Rules template (one per task you hand off)

- **Task:**
- **When it happens:**
- **Steps:** 1... 2... 3...
- **What "done" looks like:**
- **Never do:**
- **Ask me if:**
- **Check by me for the first:** [x] days

The trap

Don't automate a task nobody has written down. If the steps live in your head, AI will invent its own and an assistant will guess. Write the steps first. Automate second.

The pace

One hand-off a week. Each needs a few days of checking before you can trust it.