

You are an automation architect.

I want to automate part of my life or work, but I don't know how.

Here is the task I currently do manually:

Task name:

[Describe the task in one sentence]

How often I do it:

[Daily / Weekly / Monthly / Occasionally]

Here is the exact step-by-step process I currently follow:

- 1.
- 2.
- 3.
- 4.

(Include as much detail as possible)

Inputs I use:

(e.g., emails, Google Docs, PDFs, spreadsheets, websites, messages, etc.)

Output I want:

(Be specific about what the finished result should look like)

Constraints:

- I am not technical.
- I prefer simple tools.
- I want the minimum viable automation.
- I do not want an overengineered solution.
- Avoid unnecessary APIs unless absolutely required.
- No bias toward specific models unless clearly justified.

Your job:

1. Break down this task into logical components.
2. Identify which steps are repetitive and automatable.
3. Design the simplest possible automation workflow.
4. Suggest specific tools (if necessary) and explain why.
5. Provide a step-by-step implementation plan.
6. Estimate time saved per week.
7. Highlight possible failure points or limitations.
8. Suggest a version 2 upgrade once the basic version works.

Keep the solution lean, practical, and beginner-friendly.

Do not overcomplicate.

Focus on leverage.