

LEARN AI · FREE GUIDE 04

The Automation Menu

30 automations for people who don't code — ranked by hours saved per week. Pick three, ship them this month with no-code tools plus an LLM.

Communication (the biggest sink)

- Auto-draft replies to the 5 email types you get daily
- Meeting notes → minutes with owners & deadlines, posted to the group
- WhatsApp/Slack digest — one summary instead of 200 pings
- Follow-up nudges that fire when a thread goes quiet 48 hours
- Weekly status mail assembled from your task tracker automatically

Data & documents

- Invoice/PO data extraction into a sheet (no more manual keying)
- Excel error-log triage: cluster, count, rank by impact
- Auto-format raw exports into your standard weekly report
- Contract renewals calendar built by scanning agreement dates
- Resume screening against a scorecard, with reasons, not just scores

Industry example — One mid-size 3PL removed ~70% of manual effort from procurement paperwork by chaining extraction → validation → approval steps.

Operations rhythm

- Morning control-tower brief: yesterday's misses, today's risks
- Attendance/attrition anomaly alerts before the shift starts
- SLA-breach first-draft RCAs generated from ticket text
- Vendor scorecards refreshed monthly without anyone compiling
- Escalation router: reads the complaint, tags severity, pings the owner

How to choose your first three

- Frequency × pain — daily annoyances beat monthly disasters
- Rule-based first — if you can write the rule, you can automate it
- Keep a human approval step until it's boringly reliable
- Measure minutes saved; kill anything that isn't obviously working
- One owner per automation — orphaned bots rot quietly

Want this implemented, not just downloaded?

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