

# Your First AI Automation

The step-by-step sequence to plan and launch your first automation — on one page.

## 1 Audit workflows first

Find one repetitive, high-volume task that doesn't need much judgement. Name the specific problem (e.g. "15 hrs/week on invoices"), not "use AI".

## 2 Check your data is ready

Get the records the task relies on into one reliable place. Data prep is 60–70% of the work — don't skip it.

## 3 Set your success metric — up front

Decide what you'll measure (hours saved, error rate, response time) and record the "before" figure now.

## 4 Write a one-page AI policy

Approved tools, what data may be entered, where a human stays in the loop, and UK GDPR compliance.

## 5 Run a 30-day pilot

One low-risk workflow, a human checking every output. Prove the value on your real data before scaling.

## 6 Measure, review, scale

Compare to baseline, ask the team, then expand — or use a clear "kill criterion" and try a different task.

## Avoid these mistakes

- Chasing a flashy demo instead of a real bottleneck
- Automating a broken process (fix it first)
- Trying to automate everything at once
- Building in secret and spooking your team
- Buying disconnected tools that don't integrate
- "Set and forget" — budget a few hours a month for upkeep

### Want it done properly the first time?

BLANCORE builds first automations for UK businesses with a scoped pilot before any big spend. Start free at [blancore.tech](https://blancore.tech).