Month 3: Technical Leverage – The Automation & Optimization Mindset

- **Skill Type:** High-Level Technical
- **The Focus:** Standardizing processes, reducing manual labor, and leveraging high-level technical tools (e.g., scripting, AI prompts, macro tools, or workflow automation like PowerAutomate) to streamline work.
- **Why it cascades:** This directly answers the "time-sink" problems identified in Month 2 by applying technical solutions.
- **Step 1: Quick Brainstorm (5 mins)**
    - Think of one "micro-efficiency" tool, trick, or shortcut you use to save time. It doesn't have to be a massive program—it can be a great ChatGPT prompt, an Excel macro, an Outlook filtering rule, a text-expansion tool, or a favorite command-line snippet.
- **Step 2: The Demo Loop (25 mins)**
    - Take turns sharing your trick. Screen-share if you are on Zoom/Teams, or pass a laptop around if in person. Explain: *What is the tool, how does it work, and how much time does it save you?*
- **Step 3: The Help Desk (5 mins)**
    - If someone in the group struggled to think of a shortcut, use the remaining time to crowdsource an automation solution for one of the "Toil" items they identified in Month 2.
- **Step 4: Personal Improvement (Post-Meeting)**
    - If you could automate or eliminate one routine process in your daily workflow, what would it be? What high-level tools or systems could you research and/or test this month to help you or your team achieve that?