

# Y.O.U.R. Self-Audit Worksheet

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*Mindful Automation — May 2026 · Pythoness Programmer*

Use these questions to close the May arc. You do not have to answer all of them today — read them once, then revisit when you review your systems.

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## Y — Your Unique Brain

Does your automation reflect how you actually work, or how you thought you should work when you set it up?

Where are the gaps between design and reality?

**Notes:**

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## O — Observe & Optimize

Where did you observe a client experience gap this month?

What is one specific thing you changed, or plan to change, based on what you saw?

**Notes:**

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## U — Uncomplicate & Understand

What is the simplest version of your most complex automation?

Have you confirmed the simple version works?

**Notes:**

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## R — Reach

Is your client journey designed for your client's brain, or for your admin dashboard?

Where are you assuming more from your clients than is actually fair?

**Notes:**

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## Automation playbook starter

The playbook is one document that answers five questions. Open a file named `automation-playbook.md` and write at the top:

Last updated: [today's date]

Then work through these at your own pace:

1. **What automations do I currently run?** — List them in plain language, not technical specs.
  2. **What does each one do if it fails?** — One sentence per automation. Write it before you need it.
  3. **What is my client journey from first contact to post-event follow-up?** — Map every step. Mark gaps where the client has to remember or hunt.
  4. **What is the timing of my communication cadence?** — Copy from [my-rhythms.md](#) or write it here in plain sentences.
  5. **What is my context file for AI tools?** — Who you are, how you work, naming conventions, tools you use.
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Part of the [Mindful Automation](#) resource hub.