

# Simple Systems Process

This is a checklist to follow to create your first or next system for a task to delegate. The task should be a simple task, or a small chunk of a larger task. Follow the checklist below.

- Record a task via video or screen capture
- Talk through the task while recording
- Take Screenshots
- Transcribe video / screencast (optional)
- Send the video / screencast and screenshots to virtual assistant with a request to write out all the steps into a document, and to annotate the screenshots.
- When you receive the steps document back again, next time you to the task, follow the steps
- Amend text where it is unclear
- Add missing steps of information
- Give the video and steps to someone else who has not done the task before and get them to complete it.
- If they ask questions, add the answers to the steps
- If there is a mistake of it is done incorrectly, determine the point it went wrong (often the instructions are not clear) and amend the document
- Repeat until the perfect outcome or result is achieved.
- Save the to system to your systems and procedures document or portal.
- Rinse and repeat with another task

If you don't have a virtual assistant yet, use a service like [Fiverr](#) to create your first system.

## Equipment

- Video Device: Phone, Camera
- Screen Recording: [GetCloudApp](#), [Loom](#), [Jing](#)
- Screenshot: [GetCloudApp](#), Native screen capture on Mac or Windows
- Transcription: [Otter.ai](#), [YouTube Transcription Tool](#)
- Video Sharing: [Google Drive](#), [DropBox](#)

