



SYSTEMS SUNDAY

Downloadable

Powered-Up Processes – Part 2 Document What You're Doing Now

Brought to you by

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The Virtual Assistant Trainer™

Using the example given in the video as a guide, document the high-impact process you selected in Part 1, so you have a clear picture of all the steps. Use the Existing Process Analysis section of the Redesigned Process Spreadsheet, or whatever other tools are simplest and easiest for you, e.g., pen and paper, whiteboard, mind map, spreadsheet, Word document, Google Docs, or PowerPoint.

	Complete	✓
Do a High-Level Outline		
Go through the process as you normally would and list the main tasks		
Document the Details		
Go through your steps and add as much detail as possible		
Look for events that can't happen until others are complete		
Look for events that can occur at the same time as others		
Include everything you need to get the job done		
Make a note of where video content could be helpful to clarify things		