



## Cheatsheet #2: How to Record a System

One of the simplest ways to record a system that you do regularly, is to record your screen, or talk through the steps that you do, and then transcribe it. Start with systems that you perform regularly, such as the system of creating and posting a blog.

Think of all of the little steps that have to go in to it:

For example:

- Decide on blog topic
- Research topic
- Draft blog post
- Polish post
- Create catchy SEO headline
- Post onto internet
- Set up meta-data for SEO
- Add opt-in links at the end
- Set up call to action
- Set up comments
- Create opt-in link and thank you page
- Create opt-in content if you haven't already
- Create blog graphic
- Create other Social Media images to promote blog post in correct size
- Save images in cloud, under Blog images
- Create links to track traffic
- Promote in Facebook
- Promote in Instagram
- Promote in Twitter
- Promote in Pinterest

So you can see, that there are many more steps that you do than just create a blog post. (No wonder it takes so long!)

The two main reasons setting up these systems are important are:

1. you don't need to keep this process in your head, and remember it each time.  
When you record the system, you can check in on it AND you can keep it consistent.
2. It will help you move towards getting someone else to help you do the time consuming tasks that take up your time. If you write the content, then you are already set up to demonstrate the process so that they can follow it, and be consistent each time.  
It helps to set up the expectations of a VA, so that they know exactly what they need to do.

### For recording your screen:

You can use a program like [ScreenCast](#), or [Screencast-o-matic](#) (for Mac) (free for basic uses)

Once you've checked the sound is working, and you've done a short test video, you can hit record.

Work through your system, and talk through all of the main points that you're demonstrating.

Show clearly where to find files, what is needed, and the order of each steps, identify the expectations (especially if you intend to use this process to train a VA).

Once you've finished recording the process/ system from start to finish, you can ask someone ([fiverr](#), [upwork.com](#), or a VA) to transcribe the system, and document it into Asana.

Alternatively, you can transcribe it yourself, as you watch it, record the key points, and add subtasks and links to important file locations/ sites and files.

### For talking through the steps:

You can use a program like [Google Voice](#), or [Dragon Dictation](#) to talk through the main points of your system.

These programs will transcribe your voice into words.

From there, you can format the system in to key tasks and steps and add it into Asana.

You can do this with a multitude of other systems:

- planning a launch
- setting up a new client
- managing the client intake process
- creating a new opt-in
- managing regular finance processes
- planning your monthly social media
- weekly planning
- creating your sales funnels

Anything that you do can be recorded, or brainstormed in Asana, so that the next time you do it, you don't have to re-create the wheel!

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