

# System Creation Tool

**What system do you want to create?**

**What outcome do you want?**

**What resources/constraints/requirements are in play?**

**How do you do it now?**

**Take a good look at how you do it now to find ways to get your desired results more efficiently**

**Research how others do it to see if there is anything you can apply**

**Redesign how you do it**

**Try it, evaluate, test new approaches until you are happy with it**

**Record what you do and prepare an appropriate kit**

## **EXAMPLE:**

### **What system do you want to create?**

Morning coffee making

### **What outcome do you want?**

Best cup of coffee with least effort

### **What resources/constraints/requirements are in play?**

I want to try out my new Aeropress and I want to use fresh organic fair trade beans

### **How do you do it now?**

Ground coffee in a coffee maker

### **Take a good look at how you do it now to find ways to get your desired results more efficiently**

With the aeropress I boil water and grind the beans.

### **Research how others do it to see if there is anything you can apply**

The first while I followed the instructions that came with it. Then I watched Youtube videos of how to do it.

<https://www.youtube.com/watch?v=kQ8wvUKa35E>

### **Redesign how you do it**

I started using the upside down method

### **Try it, evaluate, test new approaches until you are happy with it**

I set the kettle boiling, grind my coffee, fill, press and drink.

### **Record what you do and prepare an appropriate kit**

I have a place in my kitchen for everything I need to make my morning coffee.

## **ANOTHER EXAMPLE**

I used to run a bi-weekly Lunch & Learn and it would take me most of the morning to prep for it, until I set up a system. I made an index card with a checklist that included the phone numbers I needed, the steps so I could publicize on the day and the things I needed to bring. I made a kit (a box) with everything I needed to take like cups, signs, business cards etc.. Using that system, it took me only 30 minutes to prepare.

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