Creating & Uploading Systems Diagrams

**Result:** To create and upload systems diagrams to facilitate your systems documentation efforts.

Creating System Diagrams

One of the simplest ways to document a system is with a box-and-arrow diagram. Some of the worksheets will prompt you to draw these basic diagrams. They may be created in Microsoft Word, using another program, such as Microsoft PowerPoint, or drawn by hand.

Microsoft PowerPoint has more intuitive diagramming capabilities than Microsoft Word, with the ability to easily manipulate shapes and colors. You may also use another software application of your choice.

Drawing the diagram by hand -- with a pencil and paper, on a dry-erase board, or another medium – allows you to quickly erase, change, add, or move boxes and arrows. This technique encourages you to think strategically and fluidly. Drawing on a dry-erase board or a large sheet of paper is also a great way to engage in brainstorming sessions with your staff.

How to Send Your Diagrams to Your Coach

Your Coach will review your diagrams and provide you with the feedback and guidance. Below are instructions for sending your diagrams to your Coach.

- **If you create your diagrams in Microsoft Word or PowerPoint:**
  - You will upload them with your worksheets on the portal (E-Myth mastery Business Hub).

- **If you use another software application:**
  - Convert your diagrams to TIFF or JPG images and upload them with your worksheets on the portal (E-Myth mastery Business Hub).

- **If you draw your diagrams by hand:**
  - Scan your drawings, save them as TIFF or JPG images, and upload them with your worksheets on the portal (E-Myth mastery Business Hub).