How to Create a Flow Chart

**Follow these four steps:**

**Step 1: Identify Tasks**

Begin by listing all of the tasks in a process in chronological order. Ask questions such as, "What happens next in the process?" or, "Do you need to make a decision before the next step?" or, "What approvals are required before you move on to the next task?"

Put yourself in the shoes of the person using the process, possibly for the first time. Talk to team members who work with the process directly, and get their opinions on where improvements could be made. Better yet, take a hands-on approach and go through the procedure yourself, and think about the practicalities of each stage. Use Customer Experience Mapping if your flow chart focuses on customer service, so that you can gain a better understanding of the process.

**Step 2: Organize and Document Tasks**

Next, start your flow chart by drawing the elongated circle shape and labeling it "Start."

Then, work through your whole process, and show the actions and decisions in the order that they happen. Link them with arrows to illustrate the flow of the process.

Where you need to make a decision, draw arrows from the decision diamond to each possible solution, and then label each arrow with the decision made. Remember to show the end of the process by using an elongated circle labeled "Finish."

**Step 3: Double-Check the Process**

When you've completed your flow chart, go back to the start and try it out to make sure that you haven't overlooked anything. Work through each step, and ask yourself whether you've represented the sequence of actions and the decisions involved correctly. Are there more decisions to be made at certain stages?

Then show your flow chart to other people, especially those who work directly with the process. Ask them to test that it works and to tell you if there are any problems or omissions.

**Step 4: Challenge the Flow Chart**

Finally, you might want to improve the process rather than just record it. So, see whether any of the steps that you've described are unnecessary or overly complicated. Identify any major issues , and deal with them to improve performance.

Are there any missing steps, no matter how small or seemingly insignificant, that you should add? And have you assigned tasks and decisions to the right people or automated them where it's most appropriate? Make any changes and then challenge the chart again.

**Flowchart Questions**

1. Should I post this?
2. Should I do My Homework Now?
3. What Kind of TV Should I Watch?
4. What to Eat for Lunch?
5. Should I Say Hi When I Forget the Person's Name?
6. Should I Listen to My Teacher?
7. Did I Pass the Test?
8. Should I buy a new clothes?
9. Should I worry?
10. Will I Get Married?
11. Should I Wear Sport Pants Today?
12. How much is too much Pizza?
13. What pet should I get?
14. Am I in the friend zone?
15. Should I go out with him or her?
16. Should I use twitter or snapchat?
17. My favorite food fell on floor, should I eat it?
18. Should I play COD or Battlefield?
19. What should I watch on Netflix
20. Would I survive a Zombie Apocalypse?