

WORK THE SYSTEM

THE SIMPLE MECHANICS OF MAKING MORE & WORKING LESS

INTERNAL PROCEDURES

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Procedure for Recording an Internal Working Procedure In Google Meets

PURPOSE:

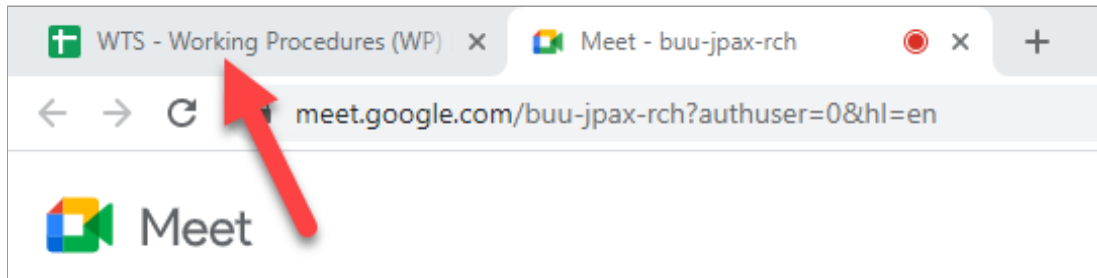
To create a concise, planned, and narrated Google Meets Recording of Internal procedures by their Owners, that can be marked APPROVED during the first review, and converted to a Written Procedure Document immediately.

RESOURCE:

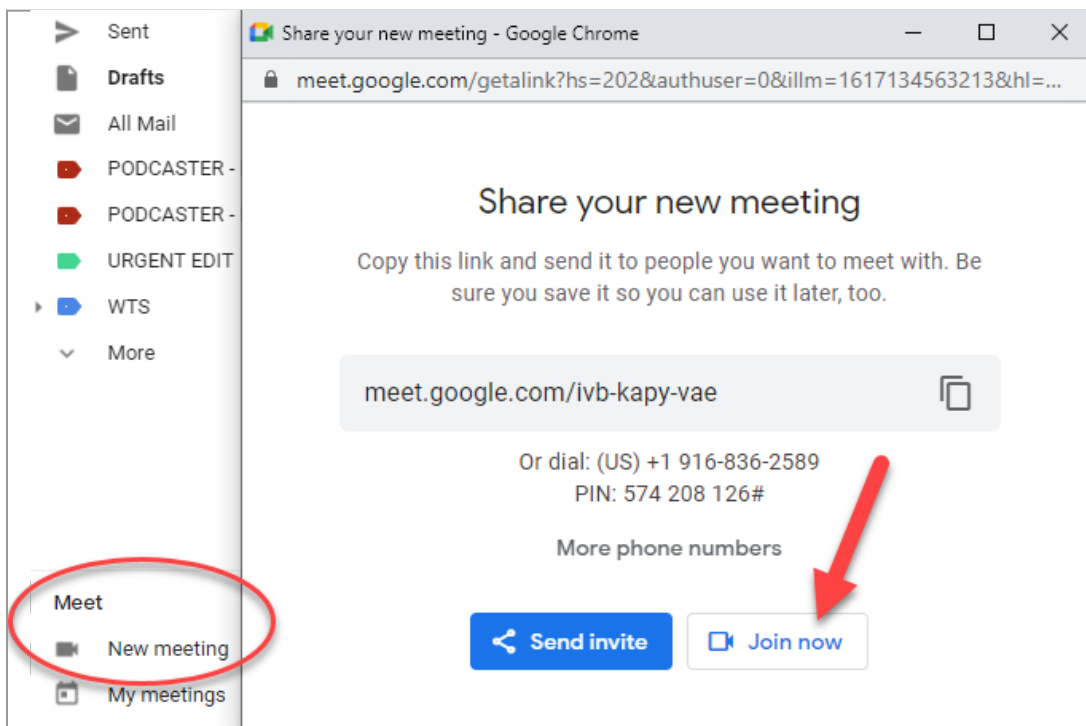
- [Video](#)

PROCEDURE: Reference [Video Link](#):

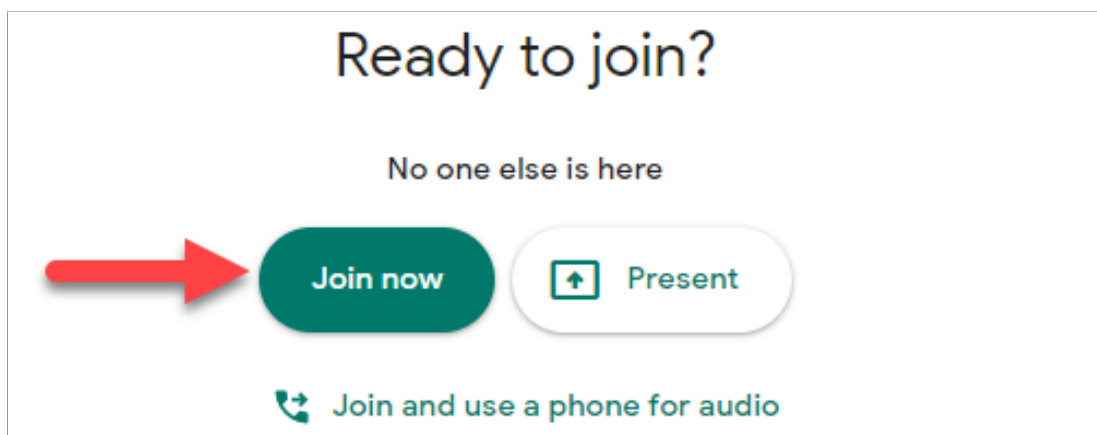
1. Have your Internal Working Procedure ready to be demonstrated in a separate tab.



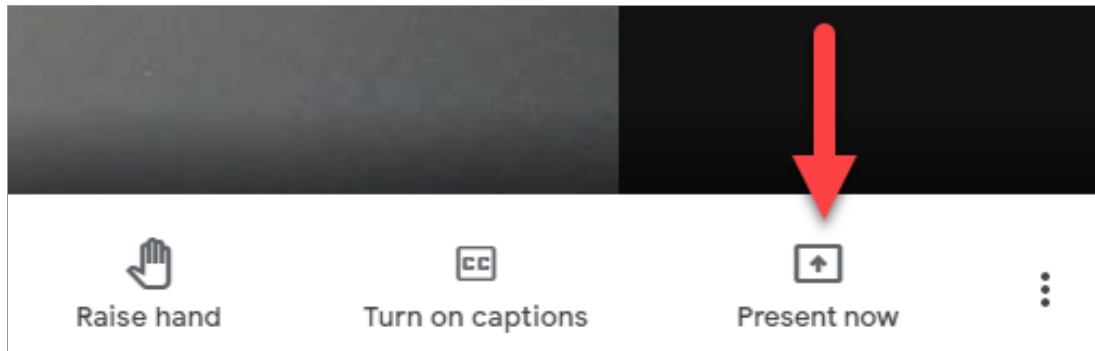
2. Click **New Meeting** under **Meet** in your WTS **Gmail** sidebar.
3. Click on **Join now**.



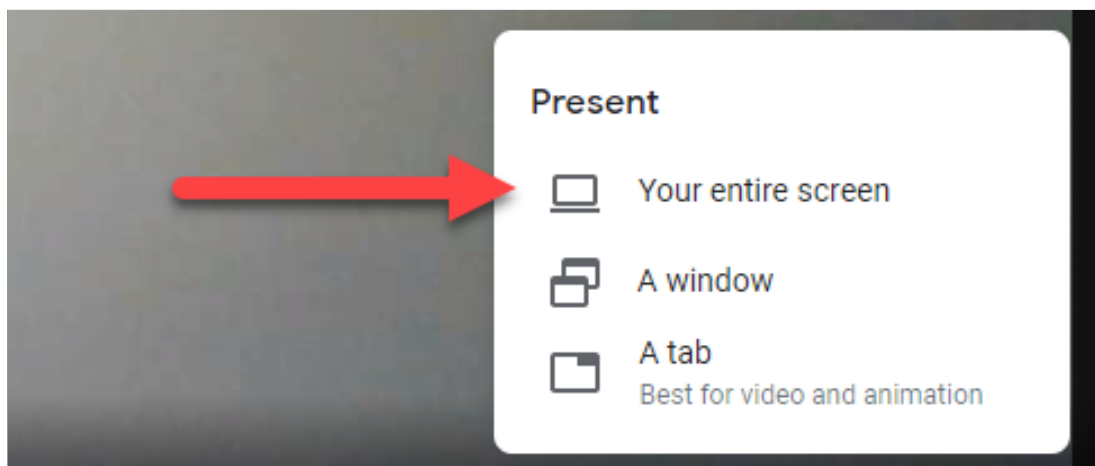
4. Click **Join Now**.



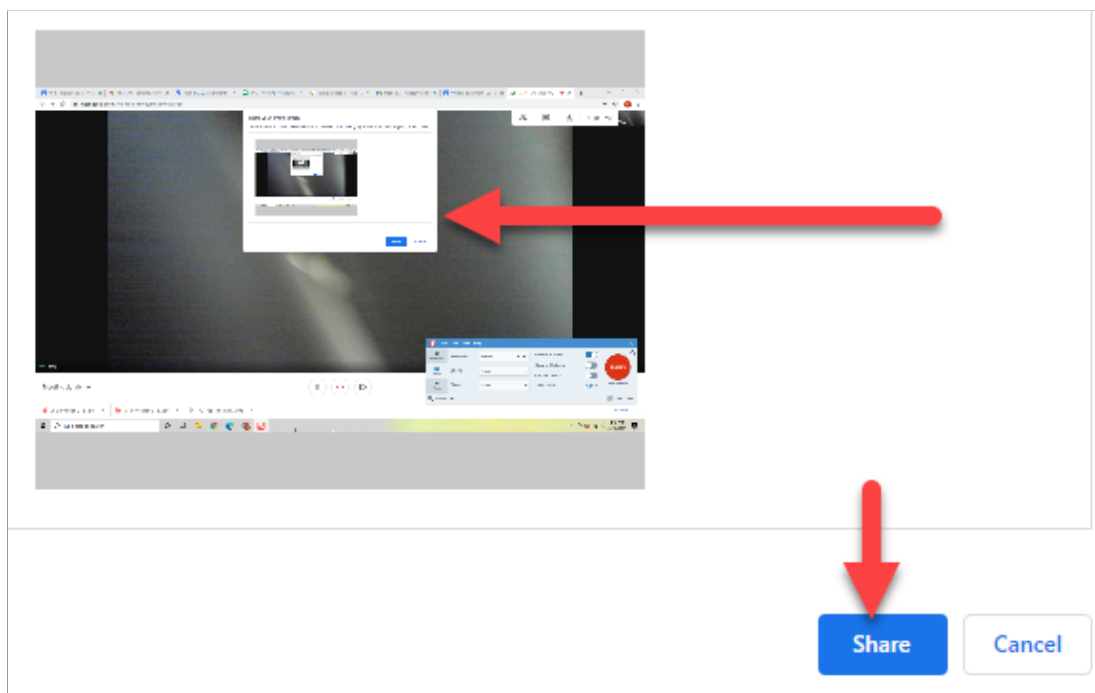
5. In the lower right corner, click **Present now**.



6. Choose **Your Entire Screen**.



7. Click the **Screen** then click the **Share** button.

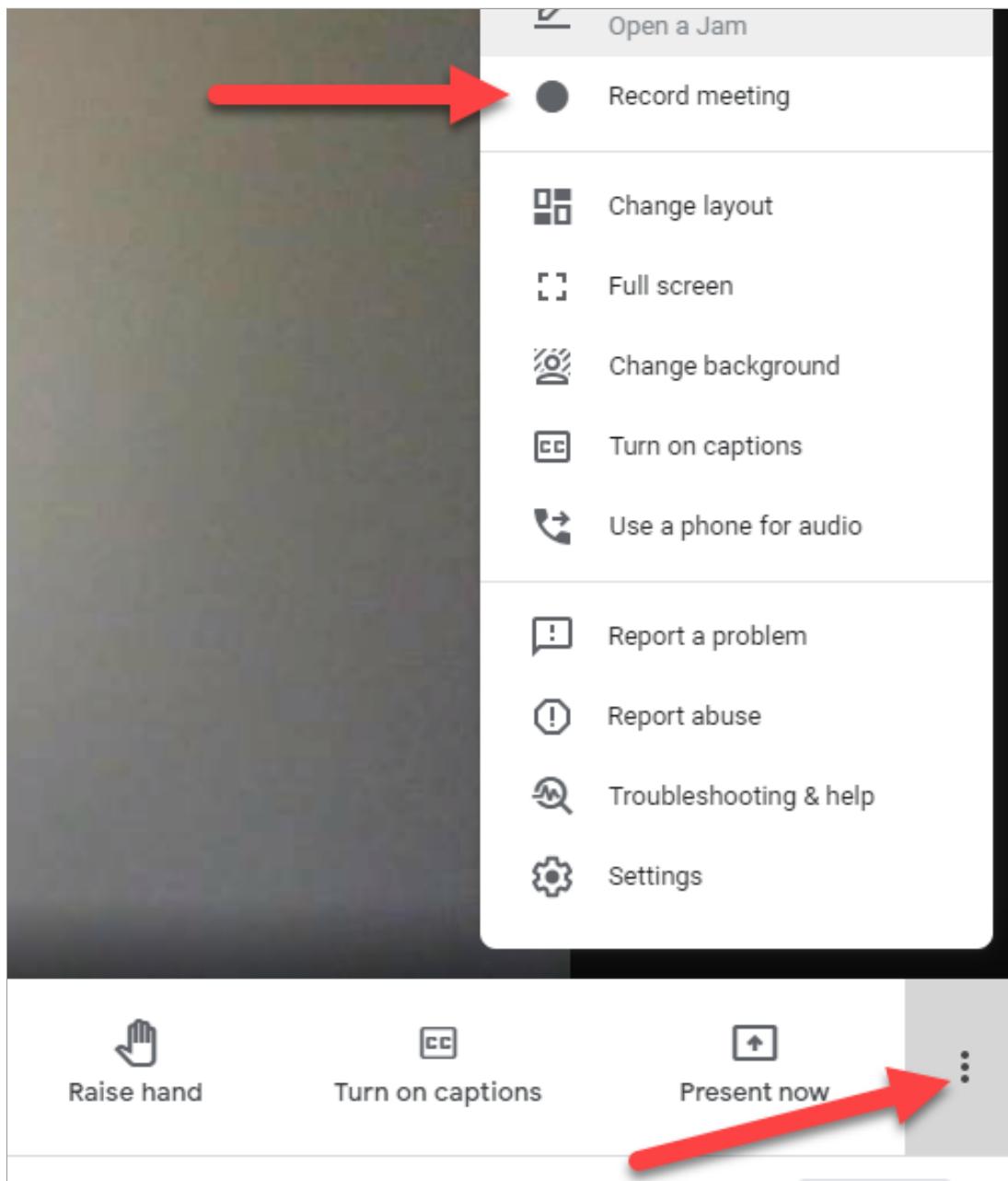


You're presenting to everyone

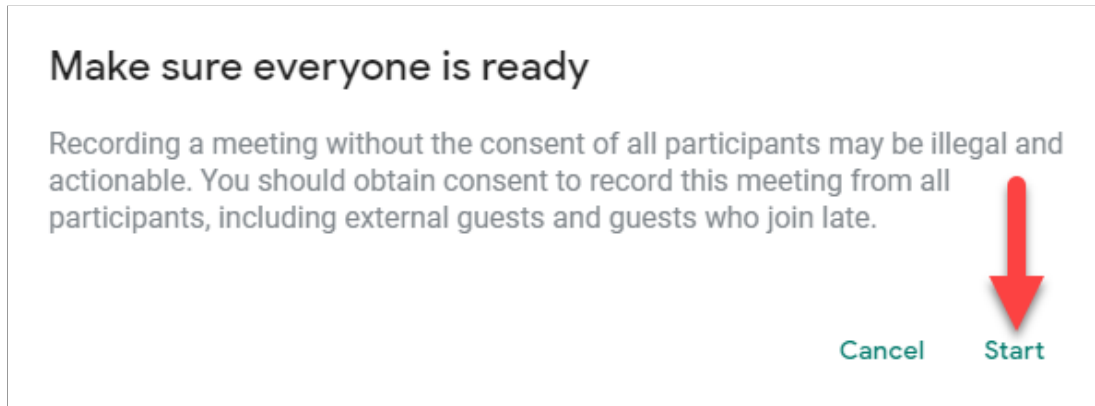
Stop presenting

**Make sure you are ready in another Google tab to begin presenting once recording begins.*

8. In the lower right corner, click the 3 dots **More Options**.
9. Then click **Record Meeting** at the top of the Flip-up Menu

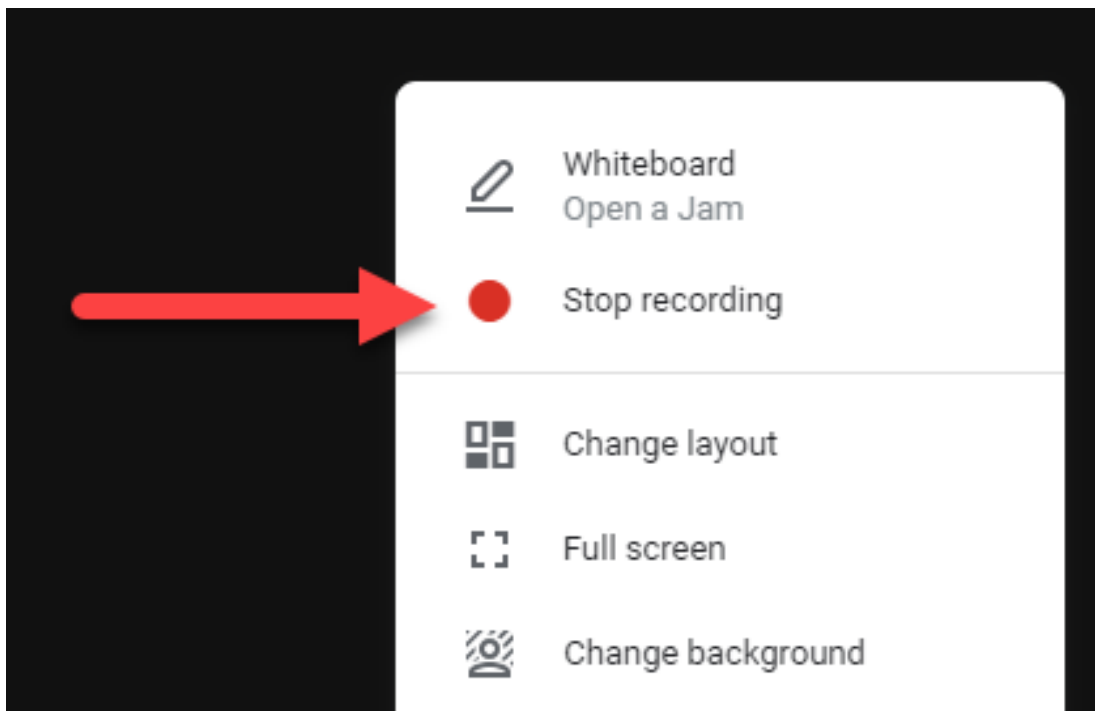


10. Click **Start**



11. Once you have finished recording, click back over to the Google Meets tab.

12. Go back to the 3 dots - **More Options** in the lower right corner - Click **Stop recording**.



13. Close out of the **Google Meet**.

End of Process.

Your recording will automatically be emailed to me.

Thank you!