

MODULE 14 WORKSHEET

# BUSINESS SYSTEMS

## **Reverse Engineering**

Use these steps to reverse engineer any task – which will give you a system!

1. Determine your goal or intention (the end result you want).

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2. Take one step back from the goal. What would that look like? Where would you need to be?

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3. Okay, take one more step back. What needs to be done at this point?

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4. Continue going back one step at a time until you're at the planning phase for this goal.

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5. Now review and streamline the process you've created!