

CAPTURE SYSTEMS



You don't need to make systems, in fact, all the systems you need have already been created. Your job is to capture what is in your head, or to use what other people have already captured from their heads. Then you go about designing the process for your team to use the knowledge that is all captured, recorded, and ready to be rolled out.

The key to this process is to capture what is in your head. There are typically three types of capture methods:

1. **AUDIO** (when you speak, give instructions, ask questions, etc.),
2. **ACTION** (when you do a specific task, like packing a box), and
3. **COMPUTER-BASED** (when you use your PC, smartphone or other technology to do a specific task).

The following list is simple suggestions for capturing audio, action and/or computer-based activities. This is not a comprehensive list and does not represent the best of category tools. This list is simply from our experience. We suggest that you do your own evaluation before downloading or purchasing any products to ensure they meet your objectives.

AUDIO CAPTURE TOOLS (Audio Recording)

- Most smartphones (see what yours is capable of before purchasing something additional)
- Zoom Digital FI-LP Multitrack Recorder amzn.to/2JsVapP
- Sony ICDPX370 Mono Digital Voice Recorder amzn.to/2NpGV7o
- Tascam DR05 Stereo Portable Voice Recorder amzn.to/2uwO5jc

ACTION CAPTURE TOOLS (Video Recording)

- Most smartphones (see what yours is capable of before purchasing something additional)
- Recording glasses (kinda weird and cheesy spy like, but works) amzn.to/2NSaiAx
- Logitech Webcam C920 USB Recorder to PC/MAC with Widescreen amzn.to/2NYFFta
- Sony HDRCX440 Handheld Camcorder amzn.to/2msehqJ

COMPUTER-BASED TOOLS (Screen Recording)

- Loom useloom.com
- Camtasia techsmith.com/video-editor.html
- TinyTake tinytake.com
- ScreenPresso screenpresso.com

FOR MORE INFO, VISIT
CLOCKWORKBYMIKE.COM

