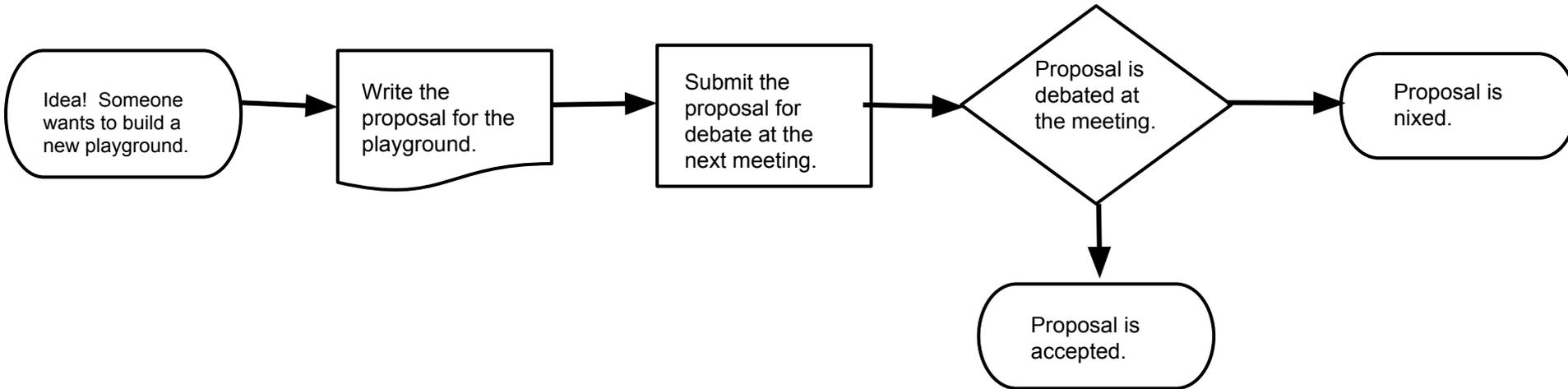# A flowchart might look like this.

In this example, someone has outlined the steps required to get the local township to build a new playground.

Tips for creating a flowchart:

- Give each step in the process its own shape. Do not try to combine two or three steps.
- Outline the process on scrap paper before you start the final product.
- Use the decision shape only of there is more than one possible outcome to the action. In this example, a debate means that the proposal will either die or be accepted.
- You might have a few steps in a row before you need to make a decision -- or, depending on the process you are outlining, you may not have any decisions to make.
- Ask someone to look at the draft before you create the final copy. Make sure that he or she can follow your steps perfectly.
- This example goes left to right, but you can also design your flowchart to run from the top of the page to the bottom. Top to bottom is often easier when you have a longer process to outline.