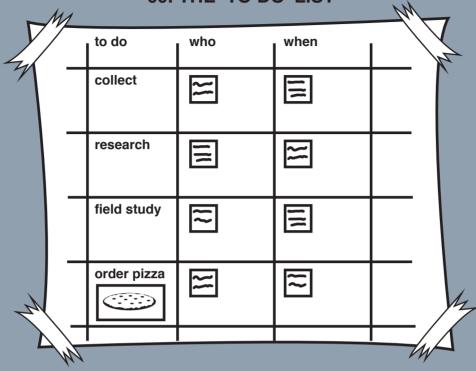
PROCESS METHOD – FRAMING: 09. THE 'TO DO' LIST



09. THE 'TO DO' LIST

Making a 'TO DO' list is a way of avoiding the overwhelming sensation of having lots of things to do by creating a visual, shared overview of things. It makes you think through the decisions and actions needed and also help you structure and prioritise them. The list can serve as a shared memory and communication tool in a group and should be put up on a wall and be a shared visual list at all times.

Materials needed: Blackboard, cardboard, smartboard or sharable online board e.g. padlet.

Time required: 45 minutes–1.5 hours.

How?

- 1) Find a shared space, blackboard, large sheet of paper or a big screen/smartboard that you can print from.
- 2) Brainstorm about the things you need to do
- **3)** Categorise them into different types of activities: things to be collected, research, readings, activities, field study trips etc.
- **4)** Decide which are the most important, which are more time consuming and which ones you need to do at a certain time. Also agree on how long you will do the activities.
- 5) Assign people to the different activities.

What's next: Visually plan the upcoming activities and results you want to achieve using the Road Map (method, no. 13).

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