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

to do	who	when
collect	≋	≋
research	≋	≋
field study	≋	≋
order pizza 🍕	≋	≋

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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