

Take 1 hour for you

Make Your To-Do List Public

Create a To-Do List for Each Week or Each Day

60 minutes to make your own notes.

Note Why Each To-Do on Your List Is Important

3600 seconds to write down a plans.

Write down [your hopes](#).

have sticky notes in two colors: one for hopes and one for fears.

[Step-by-step](#)

Capture hopes and fears / Play back, discuss, synthesize / Let it persist

During the Research, Design, and Planning (RDP) phase of your

projects, one of the goals is to understand the people involved in the

project. Start to understand yourself to connect better with other people.

sites.google.com/view/i3600/1-hour

Draw Your To-Do List

No list? just use an [online public calendar](#).

[SEE EXAMPLE](#)

Break Large To-Dos Down Into Smaller To-Dos

Write down your dreams.

Design Thinking Toolkit, Activity Affinity Mapping

[Your Hopes and Dreams for School](#)

Write down all your wishes.

Make your own bucketlist.

Write down All Final Thoughts

- conduct keyword research
- conduct competitive research
- audit and catalog existing content
- review ideas backlog
- solicit ideas from customer service and sales
- ask customers for ideas
- evaluate all ideas
- [create calendar](#)

Delete Low/No-Value Tasks and Nice-To-Dos

Write a “What I’ll Probably Do” List

What do I actually think that I will do today?

Start Building a Better To-Do List

***4 To-Do List Methods.
Here's What Worked.***