

# STICKY NOTE EXERCISE



***Objective: Helps an overwhelmed individual prioritize and create a plan to accomplish everything that is important.***

**INSTRUCTIONS:** This exercise is also called “brain dump”. The coachee takes all the tasks and activities they are engaged in and those they need to complete and “dumps” each item onto a post it note. The post it notes are then grouped and organized by priority, category and time frame to create a reasonable action plan to accomplish everything that is important.

1. Schedule 45 - 60 minutes of uninterrupted time to do this exercise in a room where you have a large open space to arrange sticky notes. You can use a wall, back of a door, large table or a window.
2. Use a facilitator – a coach, supervisor or trusted peer to help keep you on track and help you brainstorm.
3. Write each task, activity, project, meeting, etc on a post it note. To organize your thoughts, you can think chronologically about your day and list each daily activity you complete in a day, week or month, or you can use your “to do” lists to stimulate your thinking. Include the tasks you spend your time on and those projects or tasks that are looming ahead. Post each note on the wall or table.
4. Begin categorizing or clustering the notes. Stand back and look at all the tasks to see what patterns or groupings emerge.
  - a. Do you see any obvious categories to cluster the notes? Group the notes into clusters. Create headings with post it notes. Meetings can be one category. How many hours a week are you in meetings? That could be interesting.
  - b. Prioritize the notes. What tasks do you need to complete and what can be delegated? Arrange the notes under each category, ranked by priority.
5. After categorizing, take the priority tasks and arrange by time frames. Use weekly or monthly increments. Cluster the notes under the time frames. Critically look at what is realistic to get done in any time frame. You can't get everything done in week one or month one. Some tasks or projects will have to wait.
6. Review the time frames and estimate how much time each priority task will take. Place the tasks or activities on your calendar. Provide sacred time to get your priorities completed.
7. Review the sticky notes left that were not deemed a priority. Can they be delegated, deferred?
8. Document the plan. Take a picture or write down what tasks and activities will be completed in each time frame. Review this plan weekly or monthly.



