

Done/Yet-to-Do Questions

Information Processing: Organizing and Integrating

PROCESS

- Regarding a group project, individual members record a list of tasks that are done, tasks that are yet to be done, and questions about getting the work done.
- In table groups, share the information.
- Get agreement on the next most important things to be done.

ALTERNATIVES

- Identify tasks that should be discarded, if it not done.
- Run the process as a facilitated full-group activity.

TIPS

- Members are often so deep in the complexity of work that it hard to see where they are and generate focus and energy for the next tasks.