Purpose: This technique helps a team identify key milestones and rapidly self-organize key activities to be accomplished over the next 90 days in a way that lends itself to efficient project management. I learned this from Nadim Matta with the [Rapid Results Institute](#) when he was working with my team for the 100k Homes Campaign. Our team used this technique at every semi-annual team retreat from then forward. Christine and I also used it to plan our wedding in 90 days. Enjoy and please let us know if you make improvements to it!

Supplies:
1. 2 or 3 pieces of flip chart paper.
2. Yellow stickies galore
3. Sharpie pens (it's actually important that the pens are thick and legible)

Instructions:

1. Lay the flip chart paper out length-wise and stick them together so that they cover an area as large as a kitchen table. Keep it flat on the table for this process.
2. Label the flip chart across the top with the relevant time hacks. So say you're doing this on January 1st and you want to plan through March 31st. Draw Jan 1st in the top left corner, then Feb 1st about ⅓ across, March 1st about 2/3rds across. These are just general guidelines.
3. Assemble your team and tell them that we're going to construct our 90 day workplan together over the next hour. Ideally you have some quantifiable short-term aim that everyone is working toward, but each contributing in different aspects of their genius.
4. Plot on the flip chart paper any known and key milestones, for example deadlines that are non-negotiable or a key event that's taking place, etc.
5. Set a timer for about 5 minutes and ask each person to silently brainstorm all the key tasks that must be completed in order for you to meet the short-term aim as a team. Each individual idea is to be written on a separate unique sticky. The tasks are to be written as if they are completed, so for example words like, "report to funder xyz turned-in, new curriculum drafted, calls to key stakeholders complete, new data collection mechanism operational, etc." This work is to be done silently and there are no limitations to what should be brainstormed. For example, one team member could think of something that a different team member would ultimately be responsible for. No limitations.
6. After five minutes, pick someone to go first. That person reads through their stickies one at a time and the team does two things for each one:
   a. If any member of the team has also identified that same task, then those team members eliminate the duplication they're holding. Just crumple it up and throw it.
   b. The team through a fairly quick vocal vote consensus process identifies if that task is important and/or urgent or not important/urgent. The sticky gets put in the respective pile.
   c. The same team member continues through all their stickies until they're complete, as the other team members eliminate their duplications and vote on whether or not important/urgent.

d. Then the next team member goes and repeats the process until everyone on the team has contributed everything they can think of that might be important or urgent to meet the shared aim.

7. If you are using a driver diagram (we haven't covered this at all the Skid Row Schools) you will want to draw along the left side driver 1, driver 2, driver 3, etc. down the page and equally space.

8. Then begins the plotting. Go back to the important/urgent pile and for each stickie, plot where it should be completed by on the flip chart paper, and place it in the correct vicinity for the driver diagram within which it lives and the time period by which it's due.

9. Allow everyone on the team the chance to identify any contingencies where "I can't do this until you do that" and make sure they're visually represented.

10. Go through each and every sticky that makes it onto the paper and as a team identify one person who will be responsible for delivering on that to the team. Put their name at the bottom of the sticky. That doesn't mean they have to do it alone – it just means they're accountable to the team for that item.

11. This will result in a visual, co-constructed work plan that can easily be entered into Asana, Trello, or some other project management software and then return to the Asana weekly for checking in on progress. You could also post the flip chart paper in your team room and move the stickies to a separate piece of flip chart paper that says COMPLETE at the top so you can all see what remains to be done when you check in with one another.