

Sequencing:

S-M-L *(Short-Medium-Long)*

This tool helps organize tasks along a time line according to when the tasks need to be completed.

Uses:

- ✚ When a group needs a Plan of Action.
- ✚ To decide in what order their tasks should be considered.
- ✚ To decide when the tasks should be completed.
- ✚ To decide who should do the tasks.
- ✚ To give a clear written time line that identifies both the tasks and the people to do each task.

Possible Applications:

- ✚ Deciding what tasks need to be done and in what time frame the tasks need to be accomplished.
- ✚ Determining who should do each task.
- ✚ Helping to prevent tasks from being delayed and/or forgotten.

Steps:

- ✚ Define the length of time each time category represents. Often, Short Term is the immediate future, usually “within the next 24 hours.” Medium Term might be “within one to two or three weeks,” and Long Term might be “within the next month or two.”
- ✚ Next, list the tasks to be completed in the first column.
- ✚ Place a check mark next to each task indicating a time frame for its completion (Short Term tasks in the 2 nd column, Medium Term tasks in the 3 rd column, and Long-Term tasks in the 4 th column). Some tasks may need to be repeated in more than one time frame.
- ✚ Finally, the name of the person(s) who will do each task is placed in the last column. It is important to make specific assignments for each task, and not assume that everyone will do everything.
- ✚ Implement the tasks within the assigned time frames.

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Sample Worksheet

Overall Task: To organize our team, our props and our paperwork during the four weeks before the Tournament

| Task | Short Term: This Weekend | Medium Term: Next 2 weeks | Long Term: Last 2 weeks | Who is Responsible? |
|--|-----------------------------|------------------------------|----------------------------|----------------------------|
| Finish building the props: + Cardboard Tree + Street Lamp + House front | ✓ ✓ | ✓ | | Tim Susan Amy & John |
| Rehearse Skit: | ✓ | ✓ | ✓ | Entire team |
| Fill out Tournament Forms | | | ✓ | Sarah |
| Assemble Tool Kit | | | ✓ | Carol |
| Finish Costumes: + The policeman + The old lady + The dog | ✓ | ✓ | ✓ | John Amy Tim |
| Check to see if the van is available for prop transportation | ✓ | | | Susan |
| Try to fit all the props in the van | | ✓ | | Entire team |
| Take our Team Manager out for a treat! | | | ✓ | Entire Team |