

<p><b>3. GET READY</b> What and who do I need to do the task?</p>	<p><b>2. DO</b> What steps do I need to take to be done? How long will each step take?</p>	<p><b>1.DONE</b> Do a "Future Sketch." What will it look like when I am DONE?</p>
	<p><b>Steps:</b> <b>Time:</b></p>	
<p><b>4.</b> Prepare your space. Gather needed materials and supplies. Consult with people who may help.</p>	<p><b>5.</b> Set up "Working Clock." Start steps and adjust time if needed. Finish all the steps.</p>	<p><b>6.</b> Know when to STOP. Close out the task: ALL DONE Review: What worked? Worked didn't work?</p>