Data Dump For Groups

Name	Goal	Date

What is this?
A group activity designed to get all people involved in a situation to take ownership of and responsibility for doing specific jobs, tasks, and chores that need to be done on a regular basis (daily, weekly, monthly, etc).

Who can use this?
Any group or organization of two or more people. Use it with friends, co-workers, civic, community.

When would we use this activity?
When there are many tasks that must get done, and it has been difficult to divide up the tasks so that everyone participates and even the least-desired tasks get done.

Why is it important?
A group of people may have a difficult time coming up with a way to divide up tasks fairly. Some people may feel like they are doing more than their share of the total tasks or that they are stuck with tasks only because no one else wants to do them. Everyone chooses to be responsible for doing some favorites, as well as a few tasks that they would rather not do.

What will we need?

► A clear work space
► Plenty of time
► Everyone will need
   ❖ A pad of sticky notes, and something to write with for each person
   ❖ A master copy of Scoresheet for Daily Habits for Success and Well-Being

How do we do it?

Step 1: Data Dump
The object of the Data Dump is to identify all tasks that need to get done on a regular basis whether or not they are currently getting done. This is a brainstorming session. (See *Brainstorming: How to Generate the Best Options* in Strategy #3) (Also refer to *Data Dump* in Strategy #2).

Each person writes down as many different tasks and chores as he/she can think of. Participants call out the items as you write them down so each item appears only once. Include all tasks, regardless of whether you want to or like to do a task you identify. The idea is to get as many tasks written down as possible.

You will want to identify tasks that need to be done weekly, monthly, quarterly, and annually (use all timeframes that apply to your situation). You should identify all tasks regardless of how often they need to get done — or you might start with identifying daily activities. Once everyone agrees that you have identified the daily activities, repeat the process for weekly, monthly, quarterly, and annually — or you can combine these two approaches. First, do a random Data Dump and then focus on what needs to get done on a daily, weekly, monthly, quarterly, then annual basis.

Step 2
Place all sticky notes on a work surface so that everyone can see all the stickies, for example, a wall, table, or easel. Group all tasks of the same timeframe together. All daily tasks will be in one location, all weekly tasks in another, etc.