

Get organised!

Let's do it!

Short recap: You and your buddy have decided on the content you wanna share and you know the age of your audience. Amazing! Let's do it!



Step 1:

Research the topic and write down all relevant information.

Step 2:

Choose the format. Is it going to be for example a poster, a video or a worksheet?

Step 3:

Map out the details: From planning, through content creation to uploading it to the work.
it area.

But hang on! Don't just jump right into it!

Each of those 3 steps includes many different small tasks. Don't panic, here is a technique for how to organize them!

Little piece of papers

Write every task you can think of on a separate little piece of paper.

Then comes the fun part: move your pieces of paper around and put them in chronological order: what's first, what's next, what follows. And tataaa, you have created a project management plan: small steps leading to the goal!





Which tasks?

Now decide which tasks you want to work on together and which ones can be allocated to either you or your buddy to save time in your workflow. Remember to be fair and make sure that each of you feels comfortable performing the respective tasks.

Deadlines

One more useful tip: Give Step 1, 2 and 3 a so-called deadline. That's the time they should be finished by. If you are worried about missing your deadlines, just ask someone reliable to remind you regularly or set an automatic reminder!

Save your plan!

Last but not least, save your plan! Transcribe it to your notebook, take a picture or pin it on a wall. And have in mind that your plan is a work in progress: you will probably delete tasks and insert new ones.

So, be flexible, stay open for changes and enjoy your creative time together!

