**INSTRUCTIONS**

**Step 1 – Individually list the morning activities (2 minutes):**

* **Think of the what you did this morning from when you first woke up, until the time you left for work/began work.**
* **Note: create a sticky note for each activity. "Open eyes" Get out of bed" "stretch" and so forth.**
* **Find 7-12 items. If your morning is simple, go into the detail a bit.**

**TO CLARIFY: THERE SHOULD BE ONE ACTIVITY IN EACH STICKY NOTE**.

**Step 2 – Collaboratively combine and order the activities (5 minutes) :**

* **Move your sticky notes to the area of the Timeline to the right of your colored boxes. Begin to order everyone's activities. Together decide on the order for the activities from waking up to getting to work. You can use the timeline.**
* **The result should reflects a general ordering of a plausible way to accomplish the goal of getting to work.**
* **Order by time left to right, and by detail top to bottom.**
* **As you do this eliminate duplicates.**

**Step 3 – Group the activities. (3 minutes):**

* **Label groups of activities. There should be 5-12 groups. Base these groups on sub-objectives/sub-activities. Although your goal is to get to work, usually there are sub-goals within them. Identify and label these sub-goals.**
* **Name each group.**
* **Place a label with the name of the group above each group.**
* **The sequence of groups is the backbone of the story map--it is used to locate more detailed activities.**

**Step 4: You have only 10 minutes**

* **Identify the activities you would do if you only had 10 minutes before you had to leave/start work.**
* **Place these activities at the top of the board. Draw a line between the activities that are will be done in 10 minutes and the activities that are not.**

**Step 5: Analysis**

* **What do you make of the 10 minute activity. What does it represent?**

**Bonus Step: Identify slices.**

* **Mark the activities that bring the most happiness.**
* **Mark the activities that are most stressful.**