

**ACTIVITY:**

**ACTIONS:**

**WHY?**

**ACTIVITY:**

**ACTIONS:**

**WHY?**



cut here - these are two separate sheets

**FEEL?**

**OBJECTS:**

**FEEL?**

**OBJECTS:**

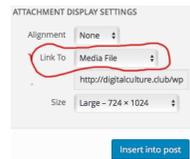


# ACTIVITY SHEET HELP

This A4 document (the other side) contains **two separate activity sheets**. You don't need to print this side - this is just information.

## STEPS TO DO

- **Print** the other side (with actual sheets) on A4 paper.
- **Cut** the paper in two - this will give you two activity sheets.
- **Fill in the sheet** with your observations - each sheet one activity to observe (see "How To" below).  
Note: to avoid messy sheets, you may want to first write everything down on another piece of paper, and then write/sketch back into this sheet in a more organized manner
- **Scan** the sheet with your observations, or take a photo.
- **Crop** the scanned image in Photoshop, and resize so its width is 1400px (its height should be around 1980px).
- **Upload** the scanned and cropped image to the DCC website.
  - Put all observations in the **same post**.
  - When uploading image, choose **Link To : Media File**  
This allows website visitors to click and open a full-size image.
  - See example post at: <http://digitalculture.club/example-sheets/>



## ADDING SPECIAL MARKS/SYMBOLS

**AFTER YOU FILL IN THE SHEETS**, here are some additional marks and symbols you can use to highlight the parts of your material:

### Love/Hate Emoticons

Add a **happy smiley** to elements on this paper that you like, and a **sad smiley** to things that you hate. No need to mark every action or feeling with a smiley, just the most important (extreme) ones.

### Autopilot or Not?

Mark the objects (or actions) with [A] or [M]:

[A] for what you do *very automatically*, and [M] for what you do *very mindfully*, consciously.

Hint: not all actions/objects deserve [A] or [M], only the most extreme.

### Use of color

You can add color directly on paper using a highlight marker, or you can add it in Photoshop. Whatever you choose, use the following color code:

- **Yellow** - happy smileys (love)
- **Red** - sad/angry smileys (hate)
- **Green** - comments on autopilot or not?
- **Blue** - codes to connect items from different sections (see below)

### Connecting items using codes

When you want to say that something (ie. a feeling) relates to something else (ie. an action or an object), you can either try to drag the lines and arrows between these, or -to avoid mess- use the codes.

Codes are the little letters and number (ie. O1, O2, F1, W1, W2 ... whatever) that we can add to actions, feelings, objects and reasons why - so that you can quickly refer to them later in the other sections.

No need to add codes to everything, just to the items you want to relate to others.

Mark these in **blue** so they stand out. Check examples to see how to use codes to connect stuff.

## HOW TO FILL IN THE SHEETS

### Activity:

Write down the title of the activity that you are observing.

If necessary, briefly (in one sentence) explain what you are observing.

Note: when choosing topic / activity, try going for very detailed activity (ie. "Health" is too general topic, but "How do I typically exercise" is better). If you don't know what to observe, choose some of the example topics (see 3A post for example topics)

### Actions:

This is our main list: the **sequence of relevant actions** you perform during the activity.

- Be **very brief**, like using bullet points - no need to be grammatically correct, just make sure all the keywords are there and that we can understand what you mean.
- When choosing actions, sometimes they may not be in sequence (ie. *you prepare your gym bag, then carry to school, but then go to exercise many hours later*). In this case, you should obviously skip everything in between that is completely irrelevant for activity we observe (ie. *it's not important on what chair you sit in school before you go to the gym*).
- Ask yourself questions, for every action you write:
  - **Why** am I doing this?
  - How do I **feel**?
  - What **objects** I use?... and if you have something *interesting*, add the answers in the corresponding sections.

### Why:

For every action on your Actions list, ask yourself **why you are doing it?**

If that reason sounds interesting (ie. *something that is important for you, or surprising - or even super-boring may become interesting*), write down that reason and then question that reason itself by **asking why again?** Dig as deep as you feel, asking as many why's as you need to *reveal hidden/unconscious motivations*.

Note that not all actions may need a "why", but some of them will surely provoke many "why's". You can also ask questions why for your feelings and objects.

### Feel:

Ask yourself **how you are feeling** during every action in your What list.

Anything interesting do you **sense** (see, hear, touch, smell or taste)?

More than just 5 senses - does it feel *heavy, light, easy, difficult*? Any interesting **emotions** you can note? Provoking *memories*? Feeling *good or bad* about doing it?

No need to write down all the feelings, just the most interesting ones that you notice.

By interesting feeling, we mean sensations and emotions that are either very dominant and typical, or the contrary: very surprising and in the background/hardly noticeable (but still relevant to the experience).

### Objects:

List down (write or sketch) all the relevant objects that you use (or even spaces you occupy) while doing actions on your What list. Note if there is something very specially interesting about the object.

You don't need to print this side, this is just information for you