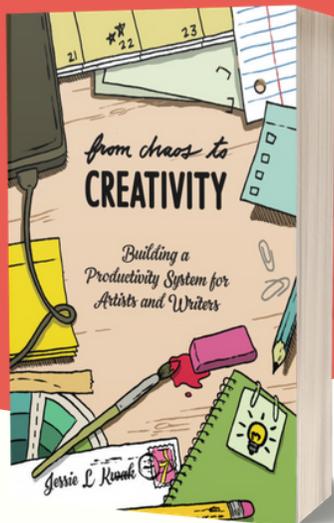


From Chaos to Creativity

BUILDING A PRODUCTIVITY SYSTEM THAT WORKS FOR YOU



CREATIVE PRODUCTIVITY IS NOT:

Willpower
just "trying harder" isn't the answer

Task management
you need to eliminate less important things, not find a way to do it all

Efficiency
the creative process is messy and that's OK!

CREATIVE PRODUCTIVITY IS:

Building a holistic system to manage life's chaos and make space for your creative work

BUILDING YOUR CREATIVE PRODUCTIVITY SYSTEM

STEP 0: SET INTENTIONS

- If I could free up time to accomplish one big creative project this year, I would:
- This is important to me because:

STEP 1: CAPTURE INCOMING CHAOS

- Identify your corrals and try to minimize them
- Use a brain dump to capture stray chaos
- Create project-specific places for chaos to collect/live

STEP 2: SET YOUR PRIORITIES

- Understand your project limit (3-5)
- Write them down: This month I will focus on...
- Identify tasks and tactics to achieve those projects
- No List: write 10 things you will automatically say no to

STEP 3: PLAN YOUR SCHEDULE

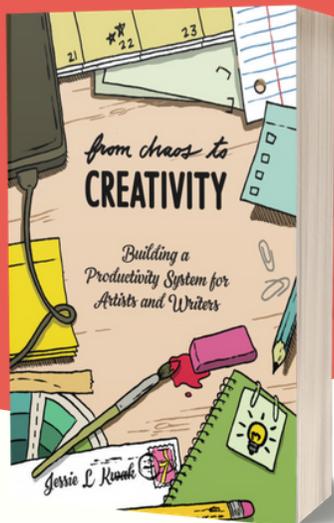
- Should be a regular practice (Friday afternoon/Sunday evening)
- Gather your corrals and purge the fluff. What remains is a temporary to-do list.
- Grab your schedule for next week and fill it out: appointments, deadlines, time-bound to-do items, obligations, creative work time
- Each day after work, write an hourly schedule for next day

EXERCISES FOR OVERWHELM

- Brain dump: Write out everything that's on your mind, no censor.
- Productivity Avalanche versus Productivity Snowball:
 - List out all the projects vying for your attention. Now, prioritize them using the Snowball method (fastest to completion) vs the Avalanche method (most critical to complete).
- Morning pages (see next page)

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MORNING PAGE PROMPTS

One of the best ways to troubleshoot why you are going through a creative slump is to journal with a method like morning pages, an exercise from Julia Cameron's book *The Artist's Way*. In this exercise, write three pages longhand (or 750 words typing), allowing yourself to write freely without censorship. Here are some questions to help you troubleshoot:

- I'm avoiding [task] because...
- I'm afraid to work on this project because...
- How can I use my time more wisely?
- How can I make better progress toward my goals?
- How are my current goals aligned with the person I want to be?
- Am I living true to myself?
- Where in my life am I settling for less than I should?
- How can I manage my energy better?
- What are my strengths and how can I build on them?
- What are my weaknesses and how can I shore them up?
- How can I improve valued relationships?
- What wrongs am I holding onto that it's time to forgive?
- What habits have served me well?
- What habits should I leave behind?
- What habits are causing me stress?
- How can I take better care of myself physically?
- How can I take better care of myself mentally?
- What opportunities have I been avoiding out of fear?
- How can I push myself out of my comfort zone this year?
- What daily change could I make to create more joy?
- How can I make more time for the things that matter to me?
- How can I leave behind the things that don't matter to me?
- What one thing should I say "no" to in the coming month?
- What one thing should I say "yes" to?
- What obstacles do I put in my own way?
- How can I remove them?
- What is one small irreversible step that I can take today to force forward motion on this project?