



Muse Journal

DATE	IDEA	OBSERVATIONS
		Where I was: When: What I was doing: Who was around me:
		Where: When: What: Who:
		Where: When: What: Who:
		Where: When: What: Who:
		Where: When: What: Who:
		Where: When: What: Who:



Open Attention Estimates

DAY	OPEN ATTENTION PERIODS	TOTAL
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total available time in the week:		



Daily Writing Record

DAY/TIME	WORDS WRITTEN/TIME SPENT	OBSERVATIONS



Time Audit Sheet

Use a calendar, a time tracking app, or the worksheet below.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							



Put Important Things First

DAY	TASKS	RESULTS/OBSERVATIONS
Monday	1. 2. 3.	
Tuesday	1. 2. 3.	
Wednesday	1. 2. 3.	
Thursday	1. 2. 3.	
Friday	1. 2. 3.	
Saturday	1. 2. 3.	
Sunday	1. 2. 3.	



Top-Down Planning Guide

TASK	DURATION	START BY DATE	END BY DATE
			Deadline



Bottom-Up Planning Sheet

This is simply the inverse of the top-down planning sheet.

TASK	DURATION	START BY DATE	END BY DATE
			Deadline



The Flow Journal

DATE	FLOW EXPERIENCE OBSERVATIONS
	<ul style="list-style-type: none">• What I was doing• How long it lasted• Other notes
	<ul style="list-style-type: none">• What I was doing• How long it lasted• Other notes
	<ul style="list-style-type: none">• What I was doing• How long it lasted• Other notes
	<ul style="list-style-type: none">• What I was doing• How long it lasted• Other notes
	<ul style="list-style-type: none">• What I was doing• How long it lasted• Other notes



Flow-Friendly Project Worksheet

PROJECT:

The first thing I need to do is:

Here's another task in the project:

Another task:

Another task:

Another task:

Another task:



Freewriting

Fill this page by writing fluidly, without stopping. No one needs to see it.



Due Diligence Plan

Use this template to create a due diligence plan for your project. Whenever you feel fear or perfectionism raise its head, or if you're afraid to press Send or Publish, point at this piece of paper and reassure yourself that you've got this covered.

My Due Diligence Plan for _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____