

PROJECT MASTER TRACKER

Record all your projects here.

[illegible]



Creative Fix

Project Planner

Use the following pages to plan and track each creative project so you know where you are with each one.

- If you need a break from a project, you can come back to your planner when you're ready to pick it back up and see exactly where you left off.

1: OVERVIEW

Project name:

Project summary:

Why does this project **matter** to you?

Who is this project for?

1: OVERVIEW

What does “finished” look like?

How will you **feel** when the project is complete?

When would you like to have this project complete?

2: TASK BREAKDOWN

Note down **every** task required for this project.
Break down tasks into their **smallest** component parts.

Task	Energy required (Low / Medium / High)	Support needed (Alone / Collaboration / Expert Support / Admin Support / etc.)	Status (Not yet started / In progress / Complete)

PROJECT PLANNER

Task	Energy required	Support needed	Status

3: ENERGY MAPPING

Take the tasks from the breakdown table, and list them under the relevant energy level. You can then choose which tasks to work on each day based on your energy levels.

Low energy tasks
(good for tired days)

Medium energy tasks

High energy tasks
(deep focus days)

4: MILESTONE MAPPING

On this page, plan the key milestones of the project (e.g. idea developed, first draft finished, feedback gathered, final version ready, project released...), along with **rough** timelines for when you'd like to reach each one.

Milestone	Target date	Completed
		☐
		☐
		☐
		☐
		☐
		☐

5: POTENTIAL CHALLENGES

List any **challenges** that might crop up or that you've experienced in the past.
Then, for each challenge, list any possible solutions or **small steps forward** you can take in that situation.

Potential challenge	Possible solution

6: PRACTICAL CONSIDERATIONS

Technical considerations:

Legal / copyright requirements:

Resources / materials needed:

6: PRACTICAL CONSIDERATIONS

Budget considerations:

People involved:

Other considerations:

7: PROGRESS CELEBRATION

Use a copy of this page every time you reach a milestone from your map.

Milestone reached:

What went well?

What are you proud of?

What did you learn?

How will you celebrate?