MATT BACAK'S CHECKLIST

# Checklist 12: How to Maintain an Innovative Mindset in Times

**Project Name:** _____ **Date:** _____

| | | Yes | No |
|---|---|---|---|
| | *We all know the feeling where we've wanted to give up on projects that once started with inspiration due to a slight hurdle or challenge. It is tough to maintain an innovative and creative mindset in times of pressure. Here is a checklist to give you more insight on the topic:* | | |
| | **Staying Productive** | | |
| 1 | Start making use of your deadlines. | ☐ | ☐ |
| 2 | Always have a schedule to work with to focus more on your task. | ☐ | ☐ |
| 3 | Use strict deadlines to prevent yourself from procrastinating. | ☐ | ☐ |
| 4 | Instead of using a single, large deadline, use small deadlines and compartmentalize your work and measure your progress. | ☐ | ☐ |
| 5 | Work on reducing your distractions as distractions can reduce creativity and functionality. | ☐ | ☐ |
| 6 | Know more about your distractions and learn to head them off. | | |

*Notes*



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7

If you watch hours of YouTube, try using a blocking program that can cut you off from the activity altogether.

8

Delete applications that you find yourself using repeatedly.

**Staying Innovative**

1

Start carrying out individual collaboration.

2

Sit down with a colleague at work to discuss one problem at a time.

3

Find yourself a person or colleague to talk to who can understand the problem you're facing and can help you.

4

Talking to the boss, client about your project can help you stay creative and on track.

5

Carry out emotional venting once in a while to overcome your frustrations and help you clear your mind and have a better focus.

*Notes*



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6

Try giving yourself a break. These are important for keeping you recharged, both emotionally and physically. ☐ ☐

7

Start taking small, quick breaks such as coffee breaks. Use a five-minute walk or take a small walk around. ☐ ☐

8

Try a morning walk as it can help you stick to creativity along with your ideas. ☐ ☐

9

Find inspiration in what you do. Breaks are important for finding inspiration. ☐ ☐

10

Try going out for a walk, listening to some good music, watching TV and let your
brain not think for some time. ☐ ☐

11

Learn from your mistakes and see what works best for you in times of pressure. ☐ ☐

*Notes*



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