

Date:

Start Time:

End Time:

## Preflight Coding Checklist

### Continuous Improvement

1. What is my big why for what I am trying to accomplish?
  - a.
2. What is the project I am working on today?
  - a.
3. What are my goals for this project?
  - a.
4. When does this project need to be finished?
  - a.
5. What am I trying to accomplish today?
  - a.

### Research

6. What specific problem am I trying to solve today?
  - a.
7. What questions, when fully explored, could help me better achieve my goals today?
  - a.
8. What methods could I use to solve this problem?
  - a.
9. What strategies can I think of to help me solve this problem?
  - a.
10. What sources might have information to help me solve that problem?
  - a.
11. How will I document what I will learn today?
  - a.
12. Who can I collaborate with on this project to help me better achieve my goals today?
  - a.

### Risk Management

13. What do I not know that I will need to know to achieve my goals today and for this project?
  - a.
14. What are areas that will be required in this project that I have struggled with in the past?
  - a.
15. What can I do to avoid or reduce the effects of those same struggles?
  - a.

### Time Management

16. How much time do I have to work on this today?
  - a.
17. How much time do I think it will take to achieve my goals today?

- a.
- 18. Does my calendar accurately reflect my goals for this project?
- a.

## Post Flight Coding Checklist

### Continuous Improvement

- 19. What mistakes did I make in my work today?
- a.
- 20. Did I properly document my mistakes so I can learn from them?
- a.
- 21. Did I properly document my efforts to correct my mistakes?
- a.
- 22. Is there anything I need to learn more about?
- a.

### Research

- 23. Did I use multiple sources of information for my work today?
- a.
- 24. Have I properly documented the sources I used?
- a.
- 25. Were my hypotheses about how to solve the problem accurate?
- a.
- 26. What information could I have used to improve my hypotheses in the future?
- a.
- 27. Is there anyone I can collaborate with to share what I have learned and help them in some way?
- a.

### Risk Management

- 28. Was there anything I wanted to accomplish today that I did not complete?
- a.
- 29. What were the obstacles that got in my way?
- a.
- 30. Are those obstacles properly documented?
- a.

### Time Management

- 31. How accurate were my time estimates on completing my goals for today?
- a.
- 32. What could have helped me better estimate the time it would have taken to achieve my goals today?
- a.