Date:

Start Time:

End Time:

# Preflight Coding Checklist

## Continuous Improvement

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

## Research

1. What specific problem am I trying to solve today?
2. What questions, when fully explored, could help me better achieve my goals today?
3. What methods could I use to solve this problem?
4. What strategies can I think of to help me solve this problem?
5. What sources might have information to help me solve that problem?
6. How will I document what I will learn today?
7. Who can I collaborate with on this project to help me better achieve my goals today?

## Risk Management

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

## Time Management

1. How much time do I have to work on this today?
2. How much time do I think it will take to achieve my goals today?
3. Does my calendar accurately reflect my goals for this project?

# Post Flight Coding Checklist

## Continuous Improvement

1. What mistakes did I make in my work today?
2. Did I properly document my mistakes so I can learn from them?
3. Did I properly document my efforts to correct my mistakes?
4. Is there anything I need to learn more about?

## Research

1. Did I use multiple sources of information for my work today?
2. Have I properly documented the sources I used?
3. Were my hypotheses about how to solve the problem accurate?
4. What information could I have used to improve my hypotheses in the future?
5. Is there anyone I can collaborate with to share what I have learned and help them in some way?

## Risk Management

1. Was there anything I wanted to accomplish today that I did not complete?
2. What were the obstacles that got in my way?
3. Are those obstacles properly documented?

## Time Management

1. How accurate where my time estimates on completing my goals for today?
2. What could have helped me better estimate the time it would have taken to achieve my goals today?