

MANAGING CREATIVE CHAOS

THREE WAYS TO STAY ORGANIZED AND SANE AMIDST ENDLESS PROJECTS



9: MANAGING CREATIVE CHAOS

EPISODE NOTES

Creative work comes with moving pieces, shifting deadlines, and more tasks than one person should juggle. In this episode, we'll unpack three powerful tools—project management, time-blocking, and a quarterly dashboard—that bring order to the chaos. Plus, I'll share two bonus habits for taming your inbox and getting into a flow with your work. If you've ever felt scattered or stretched thin, this episode will help you find clarity, focus, and breathing room again.

**In the episode, Brianna talks about her experience with Asana. She is not receiving compensation from Asana nor does she include affiliate links in this guide or the accompanying blog post. She is simply a longtime user of Asana looking to help others use its features to enhance their project management.*

TOOL #1: PROJECT MANAGEMENT

From templates and subtasks to collaboration features that cut down on email clutter, project management platforms make it easier to organize projects, track progress, and keep big-picture goals in sight. With automation, dashboards, and mobile access, it takes the mental post-it notes out of your head and puts them into a system you can actually see and use.

WHICH TOOL DO YOU CURRENTLY USE (ASANA, TRELLO, MONDAY, OR OTHER)?

HOW COULD YOU SET IT UP TO TRACK PROJECTS MORE CLEARLY?

TOOL #2: TIME-BLOCKING

By protecting focused hours for budgeting, creative work, and weekly planning, I ensure my calendar reflects priorities—not just meetings. Time-blocking creates space for deep work, helps deadlines stay on track, and reminds us that even thinking time counts as real work.

WHAT ARE YOUR MOST FOCUSED HOURS OF THE DAY/WEEK?

HOW WILL YOU BLOCK THOSE HOURS FOR YOUR HIGHEST-PRIORITY WORK?



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CREATIVE CUES
— BLOG & PODCAST —



EVERY TIME YOU SWITCH GEARS, YOU LOSE TIME AND FOCUS. BATCHING ELIMINATES THAT 'REBOOT' LAG AND LETS YOU HIT A CREATIVE FLOW—AND STAY THERE.



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TOOL #3: QUARTERLY DASHBOARD

Even with solid tools and time-blocking, it's easy to lose perspective—that's where a quarterly dashboard comes in. Think of it as a creative command center that shows all your projects, deadlines, and priorities for the next 90 days in one place. Whether digital or on paper, it gives quick clarity, reduces overwhelm, and keeps both work and personal goals on track.

WHAT 3 BIG GOALS/PROJECTS ARE YOU WORKING TOWARD THIS QUARTER?

1. _____
2. _____
3. _____

HOW COULD A SIMPLE DASHBOARD HELP YOU KEEP THEM IN SIGHT?

BONUS TIPS

Constant notifications can derail deep creative work. That's why turning off alerts, setting boundaries with email, and checking messages only 2–3 times a day can be transformational. By protecting your focus, you train others to respect your time while giving yourself the space to stay in flow. Pair this with batching similar tasks—like writing all captions at once or editing photos in one session—and you'll eliminate the mental cost of constant switching. Together, these habits create focus, efficiency, and more creative energy.

WHEN DO NOTIFICATIONS OR TASK-SWITCHING MOST OFTEN PULL YOU OUT OF FOCUS? WRITE DOWN ONE OR TWO CHANGES YOU CAN MAKE THIS WEEK TO PROTECT YOUR MOST CREATIVE HOURS.

LINKS & RESOURCES

- >> **MANAGING CREATIVE CHAOS BLOG POST:** <https://www.creative-cues.com/post/managingcreativechaos>
- >> **ASANA:** <https://asana.com>
- >> **MORE TIME MANAGEMENT BLOG POSTS:** <https://www.creative-cues.com/blog/categories/time-management>
- >> **SUBSCRIBE TO CREATIVE CUES EMAIL LIST:** <https://www.creative-cues.com/subscribe>
- >> **CONTACT ME FOR TIME MANAGEMENT COACHING:** <https://www.creative-cues.com/contact>
- >> **RATE CREATIVE CUES PODCAST ON APPLE PODCASTS:** <https://podcasts.apple.com/us/podcast/creative-cues/id1586153977>
- >> **RATE CREATIVE CUES PODCAST ON SPOTIFY:** <https://open.spotify.com/show/0dPb0Pum2fjyINE2Rx9mBF>