

# Improve part-time productivity

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- It's difficult to remember/know the current state of a project
  - Keep notes of the work that has been done, what is left to do
    - \* Create a to do list first, then proceed from that to do list
    - \* Update the to do list as you notice things that should be/not be done

## 1 Process

- Determine what was worked on last time
- Determine what needs to be worked on now (priorities)
- Establish the current state of the project
  - Look at the state of tasks in the issues tracker
  - Ask others about the status of the project