

V/ ×	🚀 Today's Tasks & Steps To Success 🚀
1. 🚺/💢	⊚ Task: ⊗ Action Steps:
2. 🗸/🗙	⊚ Task: ⊗ Action Steps:
3. V/ ×	⊚ Task: ⊗ Action Steps:
4. V / X	⊚ Task: ⊗ Action Steps:
5. V/ X	⊚ Task: ⊗ Action Steps:
6. //	⊚ Task: ⊗ Action Steps:
7. V/ X	⊚ Task: ⊗ Action Steps:
8. 🔽/💢	⊚ Task: ⊗ Action Steps:
9. 🔽/💢	⊚ Task: ⊗ Action Steps:
10. 🚺/💢	⊚ Task: ⊗Action Steps:

	17 Date 17
Date:	20/04/2024

	🌄 3 Blessings I'm Grateful To Have 🙌
1.	House
2.	Family
3.	Health

	🎩 3 Priority Tasks 🎩
	(These are non-negotiable tasks and must be conquered today!)
1.	Client work
2.	TRW lessons
3.	Workout

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9 AM: Task 🟅

Strategy Q

Reflection /

Exam time

Hourly Commitments & Reflections



Task 辈	Task: What will I do?
Strategy Q	Strategy: How will I do it, step-by-step action?
Reflection /	Reflection: Was the task finished? If not, why & what stopped me and how will I fix it?

(Fill in as you go & remove the hours you are asleep.)

7 AM: Task 辈	Shower and get ready for exam
Strategy 🔍	
Reflection /	I have to become more focused and stop my brain from rushing from one place to another
8 AM: Task 辈	Breakfast and last review for exam
Strategy 🔍	
Reflection /	Same as before: need to gain more control of my thoughts

Couldn't do exam because of technical problem, I liked my stress management during

1	this time
10 AM: Task 💃	Still trying to fix technical issue
Strategy 🔍	Called the technical department of the university
Reflection /	Liked stress management and response to the problem
11 AM: Task 辈	Re organize day
Strategy Q	Go project by project organizing to organize what I have to do today
Reflection /	I didn't take much time doing so and got to work after 15 minutes
12 PM: Task 🖔	G-Work session for client
Strategy 🔍	First I wrote down the goals for the client, then I developed a plan for each goal regarding marketing for the business
Reflection /	I took too much time to finish it, but I think it was because of multiple distractions happening throughout the session
1 PM: Task 辈	Hit the gym
Strategy Q	Trained arms as hard as possible
Reflection /	The training went good, my arms were completely dead afterwards
2 PM: Task 辈	Eat lunch

Strategy 🔍	High protein and carbs lunch
Reflection /	I ate kind of slow because I ate with my family
3 PM: Task 辈	G- Work session for client
Strategy 🔍	Work on finishing the plans and sending them to the client
Reflection /	I finished them but wasn't able to talk with the client because they weren't available
4 PM: Task 💃	Hang out with my girlfriend
Strategy 🔍	
Reflection /	The date went well
5 PM: Task 辈	Homework
Strategy 🔍	Worked on biology class assignment
Reflection /	I wasn't able to finish it because of distractions
6 PM: Task 辈	TRW lessons
Strategy 🔍	Go through the business campus
Reflection /	Did well on concentration and workflow level
7 PM: Task 辈	TRW Lessons

Strategy 🔍	Go through copywriting campus
Reflection /	My concentration started to go down a little and I started to feel tired
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8 PM: Task 辈	Dinner
Strategy 🔍	High protein and low carb
Reflection /	
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9 PM: Task 🟅	TRW lessons
Strategy 🔍	Go through social media and client acquisition campus
Reflection /	I got really tired and barely finished it
10 PM: Task 💃	Went to bed
Strategy Q	
Reflection /	



🌇 Twilight's Review 🌇



**	What	wins	did	l achieve	today?	**
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I completed the plans and strategies for my client

■ What lessons did I learn today? ■
need to cut out all distractions to focus better
₩ What roadblocks did I face? ₩
My energy levels dropped before expected
Phow will I improve and progress tomorrow?
By fixing my meal times so I can have consistent energy throughout the day
➡ What worked well and will be repeated? ➡
My focus during client work
⊠ Who are the People I need to connect with?⊠
My family
★ What tasks remain uncompleted ★
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Showing the client the work I've done



What changes do I need to make to my CONQUEST PLAN?



Setting more time for the tasks, since I miscalculated it



🥇 The final assessment of the day's productivity 🥇

It wasn't bad, but I can improve by getting better focus on my work

Freestyle Thoughts:

(Let your thoughts flow here. No judgment, no boundaries.)