









TIME MASTERY









Day 1/7:

	Task List For The Day - Fill In ALL 20!	✓/✗
1	Reporting when I can work (Eileen)	✓/
2	Fahrschule Stunden (Georg)	✓/
3	Gras mit der Sense weg machen	✓/
4	200 Push-ups	✓/
5	Mobility workout	✓/✗
6	Copy + outreach	✓/✗
7	Presentation + handout (school)	✓/
8	Reading 30 pages (Ca\$hvertising)	✓/✗
9	No Fap	✓/
10	3700 calories	✓/✗
11		✓/✗
12		✓/✗
13		✓/✗
14		✓/✗
15		✓/✗
16		✓/✗
17		✓/✗
18		✓/✗
19		✓/✗
20		✓/✗

	 Day Number + Date + Time 
Day Number:	1
Date:	03.07.2023
Start Time:	01:29 pm

	 Three Things That I Am Grateful to Have in My Life 
1.	Food
2.	My mother
3.	My motor cycle

	 My Top Three Priority Tasks That I WILL Complete 
1.	Copy + outreach
2.	Push-ups
3.	mobility







	 My Top Three Goals That I WILL Achieve This Year 
1.	2000\$ a month through copywriting
2.	Seeing major results in my fighting skills
3.	Weighting 95 kg






Half-An-Hour Plan +

Reflection:

How To Use This:

 Task:	 Task = Set the task that I intend to complete.
 Intention:	 Intention = What is my step-by-step plan of action to complete this task?
 Reflection:	 Reflection = Did I complete this task? If not, then why?

Example:

9 am: Task 	Chest Workout At The Gym - 1 Hour
Intention 	- Warm Up - 100 Push-Ups In 4 Sets Of 25 Reps - 5 Sets x 10 Reps of Bench Press Using 100KG - 3 Sets x 25 Reps of Incline Dumbbell Bench Press Using 35KG And so on...
Reflection 	My workout went as planned, and I achieved exactly what I wanted. I also got an idea for a new exercise to try out during my next workout. And so on...

**(Remove any
boxes below that
do not match the
times when you
are awake.)**

My Morning Plan

End-Of-Morning Rerport

 **What Did I Learn This Morning?** 

Stop acting like a lazy bitch

 **What Problem's Did I Face This Morning?** 

Too much comfort makes me weak and I become too slow in standing up.

🔑 How Will I Solve These Problems? 🔑

I need to develop a good sleeping routine, that will guarantee me 8 hours of sleep

🔪 My Afternoon Plan 🔪

1 pm: Task 💰	Reading 20 pages
Intention 🔔	-
Reflection ✍️	Completed that task successfully, 10 pages to go




1:30 pm: Task 💰	Filling out my war plan for today
Intention 🔔	-
Reflection ✍️	did it




2 pm: Task 💰	Creating a presentation for school (+ handout)
Intention 🔔	<ul style="list-style-type: none">- Needs to be good- Last mark for this school year
Reflection ✍️	that took 3 hours. That ficked up my whole plan for today.




3 pm: Task 💰	Finishing my copy
Intention 🔔	Improve my copy and apply the suggestions of the TRW students.
Reflection ✍️	Need to do that tomorrow




3:30 pm: Task 💰	Creating a persuasive outreach for that guy I did a FV previously
Intention 🔔	<ul style="list-style-type: none">- Draft- Go quickly through it analyze my mistakes- Share it in the phoenix chat and the copy-review-channel
Reflection ✍️	Need to do that tomorrow

4 pm: Task 💰	200 push-ups (already did 30 push-ups in the morning)
Intention 🔔	<ul style="list-style-type: none">- Warmup (5 min)- 1x 20 (20)- 2x 25 (50)- 3x 30 (90)- 1x 10 (10)
Reflection ✍️	I did that in the evening due to the shit time management

4:30 pm: Task 	Eating + coffee
Intention 	- 1500 calories (balanced meals)
Reflection 	Yeah, that worked out

5 pm: Task 	Reading remaining pages in my book
Intention 	<ul style="list-style-type: none"> - 10 pages - Till p. 49
Reflection 	didn't do it — Fuck

5:30 pm: Task 	Mown lawning
Intention 	- about 30 min
Reflection 	my skin burned due to neurodermitis, but I don't. give a shit

6 pm: Task 	Telling my boss at work, when I am free
Intention 	- Not too often, so that I can work on my copywriting skills
Reflection 	I told her that I am free for 3 days

6:30 pm: Task \$	Shower + drinking water
Intention 🔔	20 min
Reflection ✍️	Cold shower is the best

7 pm: Task \$	Mobility workout
Intention 🔔	- Duration is about 20 min
Reflection ✍️	Didn't do it — Fuck

7:30 pm: Task \$	Watching daily lessons of Andrew Bass (Copy breakdown)
Intention 🔔	- Learning a lot of new ideas and applying them on my copies
Reflection ✍️	

8:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

9 pm: Task 💰	Planning for the next day
Intention 🔔	Put as much task in there as you could possible do
Reflection ✍️	

9:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

10 pm: Task 💰	Bed tine
Intention 🔔	8 hours of sleep
Reflection ✍️	6h 14 min in bed — 5h 14 min sleep

End-Of-The-Day Report:

🧠 What Did I Learn Today? 🧠
I need to work more effectively, to get as fast as possible ahead of my enemy

✗ What Problems Did I Face In The Day? ✗

The school project took me about 3 hours — I am going to fix that problem

🔑 How Will I Solve These Problems Tomorrow? 🔑

better time management

NEW What Do I Plan To Do Differently Tomorrow? NEW

I won't split up my tasks anymore, so if I do them, then I'll do them

♻️ What Do I Plan To Do The Same Tomorrow? ♻️

No Fap (currently I do not have anything better to say)

📱 Who Do I Need To Update, Contact, Ask A Question To, And Share Feedback With? ➡️

After finishing my copy, ask Professor Andrew

📝 What Tasks Were Left Undone? 📝




**Copy + outreach
Mobility
Reading (10p. remain)**




Brain Dump:




Day 2/7:




	Task List For The Day - Fill In ALL 20!	✓/✗
1	Copy + outreach	✓/✗
2	Reading 40 p.	✓/✗
3	Wrist training	✓/✗
4	No Fap	✓/✗
5	look around the copywriting campus for more insight, maybe a copy breakdown	✓/✗
6		✓/✗
7		✓/✗
8		✓/✗
9		✓/✗
10		✓/✗
11		✓/✗
12		✓/✗
13		✓/✗
14		✓/✗
15		✓/✗
16		✓/✗

	Task List For The Day - Fill In ALL 20!	✓/✗
17		✓/✗
18		✓/✗
19		✓/✗
20		✓/✗

	 Day Number + Date + Time 
Day Number:	2
Date:	04.07.20223
Start Time:	07:57

	 Three Things That I Am Grateful to Have in My Life 
1.	for the bread on my plate in the morning
2.	for being a TRW student, changed my discipline and productivity
3.	for doing all the training back then, so that I now look fucking amazing

	 My Top Three Priority Tasks That I WILL Complete 
1.	copy + outreach
2.	reading
3.	No Fap

	 My Top Three Goals That I WILL Achieve This Year 
1.	2000 \$ at the end of this year
2.	weighing 95 kg
3.	seeing major results in my fighting skills

**(Remove any
boxes below that
do not match the
times when you
are awake.)**


 **My Morning Plan** 

8 am: Task 💰	breakfast
Intention 🔔	800 calories
Reflection ✍️	

8:30 am: Task 💰	reading
Intention 🔔	<ul style="list-style-type: none">- 40 pages- 1 hour
Reflection ✍️	

9:30 am: Task 💰	copy
Intention 🔔	(getting in the zone) <ul style="list-style-type: none">- 1 hour
Reflection ✍️	

10 am: Task 💰	ready for school
Intention 🔔	

Reflection 	
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🎯 **End-Of-Morning Rerport** 🎯

 What Did I Learn This Morning? 

✗ What Problem's Did I Face This Morning? ✗

 How Will I Solve These Problems? 

My Afternoon Plan

1 pm: Task 	driving home from school
Intention 	
Reflection 	

1:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

2 pm: Task \$	
Intention 🔔	
Reflection ✍️	

2:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

3 pm: Task \$	
Intention 🔔	
Reflection ✍️	

3:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

4 pm: Task \$	
Intention 🔔	
Reflection ✍️	

4:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

5 pm: Task \$	
Intention 🔔	
Reflection ✍️	

5:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

6 pm: Task \$	
Intention 🔔	
Reflection ✍️	

6:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

7 pm: Task \$	
Intention 🔔	
Reflection ✍️	

7:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

8 pm: Task \$	
Intention 🔔	
Reflection ✍️	

8:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

9 pm: Task \$	
Intention 🔔	
Reflection ✍️	

9:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

10 pm: Task \$	
Intention 🔔	
Reflection ✍️	

10:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

11 pm: Task \$	
Intention 🔔	
Reflection ✍️	

11:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	



12 am: Task 💰	
Intention 🔔	
Reflection ✍️	

12:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	



End-Of-The-Day Report:



 What Did I Learn Today? 

✖ What Problems Did I Face In The Day? ✖

🔑 How Will I Solve These Problems Tomorrow? 🔑

NEW What Do I Plan To Do Differently Tomorrow? NEW

♻️ What Do I Plan To Do The Same Tomorrow? ♻️

📞 Who Do I Need To Update, Contact, Ask A Question To, And Share Feedback With? 📞




📝 What Tasks Were Left Undone? 📝




Brain Dump:




Day 3/7:




	Task List For The Day - Fill In ALL 20!	✓/✗
1		✓/✗
2		✓/✗
3		✓/✗
4		✓/✗
5		✓/✗
6		✓/✗
7		✓/✗
8		✓/✗
9		✓/✗
10		✓/✗
11		✓/✗
12		✓/✗
13		✓/✗
14		✓/✗
15		✓/✗
16		✓/✗
17		✓/✗
18		✓/✗

	Task List For The Day - Fill In ALL 20!	✓/✗
19		✓/✗
20		✓/✗

	 Day Number + Date + Time 
Day Number:	
Date:	
Start Time:	


	 Three Things That I Am Grateful to Have in My Life 
1.	
2.	
3.	

	 My Top Three Priority Tasks That I WILL Complete 
1.	
2.	
3.	

	 My Top Three Goals That I WILL Achieve This Year 
1.	
2.	
3.	

**(Remove any
boxes below that
do not match the
times when you
are awake.)**

 **My Morning Plan** 

1 am: Task 	
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Intention 🔔	
Reflection ✍️	

1:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

2 am: Task 💰	
Intention 🔔	
Reflection ✍️	

2:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

3 am: Task 💰	
Intention 🔔	
Reflection ✍️	

3:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

4 am: Task 💰	
Intention 🔔	
Reflection ✍️	

4:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

5 am: Task \$	
Intention 🔔	
Reflection ✍️	

5:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

6 am: Task \$	
Intention 🔔	
Reflection ✍️	

6:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

7 am: Task \$	
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Intention 🔔	
Reflection ✍️	

7:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

8 am: Task \$	
Intention 🔔	
Reflection ✍️	

8:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

9 am: Task \$	
Intention 🔔	
Reflection ✍️	

9:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

10 am: Task \$	
Intention 🔔	
Reflection ✍️	

10:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

11 am: Task 💰	
Intention 🔔	
Reflection ✍️	

11:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

12 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

12:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	



 **End-Of-Morning Rerport** 



 **What Did I Learn This Morning?** 

 **What Problem's Did I Face This Morning?** 

 **How Will I Solve These Problems?** 

My Afternoon Plan

1 pm: Task \$	
Intention 	
Reflection 	

1:30 pm: Task \$	
Intention 	
Reflection 	

2 pm: Task \$	
Intention 🔔	
Reflection ✍️	

2:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

3 pm: Task \$	
Intention 🔔	
Reflection ✍️	

3:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

4 pm: Task \$	
Intention 🔔	
Reflection ✍️	

4:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

5 pm: Task \$	
Intention 🔔	
Reflection ✍️	

5:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

6 pm: Task \$	
Intention 🔔	
Reflection ✍️	

6:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

7 pm: Task \$	
Intention 🔔	
Reflection ✍️	

7:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

8 pm: Task \$	
Intention 🔔	
Reflection ✍️	

8:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

9 pm: Task \$	
Intention 🔔	
Reflection ✍️	

9:30 pm: Task \$	
Intention 🔔	


Reflection 	
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10 pm: Task \$	
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Intention 	
--	--


Reflection 	
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10:30 pm: Task \$	
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Intention 	
--	--


Reflection 	
---	--

11 pm: Task \$	
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Intention 	
--	--

Reflection 	
---	--

11:30 pm: Task \$	
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Intention 	
--	--


Reflection 	
---	--

12 am: Task \$	
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Intention 	
--	--

Reflection 	
---	--

12:30 am: Task \$	
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Intention 	
--	--

Reflection 	
---	--



End-Of-The-Day Report:



 **What Did I Learn Today?** 

✗ What Problems Did I Face In The Day? ✗

 **How Will I Solve These Problems Tomorrow?** 

 **What Do I Plan To Do Differently Tomorrow?** 

 **What Do I Plan To Do The Same Tomorrow?** 




 **Who Do I Need To Update, Contact, Ask A Question To, And Share Feedback With?** 




 **What Tasks Were Left Undone?** 




Brain Dump:




Day 4/7:

	Task List For The Day - Fill In ALL 20!	✓/✗
1		✓/✗
2		✓/✗
3		✓/✗
4		✓/✗
5		✓/✗
6		✓/✗
7		✓/✗
8		✓/✗
9		✓/✗
10		✓/✗
11		✓/✗
12		✓/✗
13		✓/✗
14		✓/✗
15		✓/✗
16		✓/✗
17		✓/✗
18		✓/✗
19		✓/✗
20		✓/✗

	 Day Number + Date + Time 
Day Number:	
Date:	
Start Time:	

	 Three Things That I Am Grateful to Have in My Life 
1.	
2.	
3.	

	 My Top Three Priority Tasks That I WILL Complete 
1.	
2.	
3.	

	 My Top Three Goals That I WILL Achieve This Year 
1.	
2.	
3.	

**(Remove any
boxes below that
do not match the
times when you
are awake.)**

My Morning Plan

1 am: Task 💰	
Intention 🔔	
Reflection ✍️	

1:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

2 am: Task \$	
Intention 🔔	
Reflection ✍️	

2:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

3 am: Task \$	
Intention 🔔	
Reflection ✍️	

3:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

4 am: Task \$	
Intention 🔔	
Reflection ✍️	

4:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

5 am: Task \$	
Intention 🔔	
Reflection ✍️	

5:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

6 am: Task \$	
Intention 🔔	
Reflection ✍️	

6:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

7 am: Task \$	
Intention 🔔	
Reflection ✍️	

7:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

8 am: Task \$	
Intention 🔔	
Reflection ✍️	

8:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

9 am: Task \$	
Intention 🔔	
Reflection ✍️	

9:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

10 am: Task \$	
Intention 🔔	
Reflection ✍️	

10:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

11 am: Task \$	
Intention 🔔	
Reflection ✍️	

11:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

12 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

12:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

🎯 End-Of-Morning Rerport 🎯

🧠 What Did I Learn This Morning? 🧠

✗ What Problem's Did I Face This Morning? ✗

🔑 How Will I Solve These Problems? 🔑



🔪 My Afternoon Plan 🔪

1 pm: Task 💰	
Intention 🔔	
Reflection ✍️	



1:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

2 pm: Task 💰	
Intention 🔔	

Reflection 	
---	--

2:30 pm: Task \$	
Intention 	
Reflection 	

3 pm: Task \$	
Intention 	
Reflection 	

3:30 pm: Task \$	
Intention 	
Reflection 	

4 pm: Task \$	
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Intention 🔔	
Reflection ✍️	

4:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

5 pm: Task \$	
Intention 🔔	
Reflection ✍️	

5:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

6 pm: Task \$	
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Intention 🔔	
Reflection ✍️	

6:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

7 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

7:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

8 pm: Task 💰	
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Intention 🔔	
Reflection ✍️	

8:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

9 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

9:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

10 pm: Task \$	
Intention 🔔	
Reflection ✍️	

10:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

11 pm: Task \$	
Intention 🔔	
Reflection ✍️	

11:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

12 am: Task 💰	
Intention 🔔	
Reflection ✍️	

12:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	



End-Of-The-Day Report:



🧠 **What Did I Learn Today?** 🧠

❌ **What Problems Did I Face In The Day?** ❌

🔑 **How Will I Solve These Problems Tomorrow?** 🔑



What Do I Plan To Do Differently Tomorrow?



What Do I Plan To Do The Same Tomorrow?



Who Do I Need To Update, Contact, Ask A Question To, And Share Feedback With?



What Tasks Were Left Undone?






Brain Dump:




Day 5/7:




	Task List For The Day - Fill In ALL 20!	✓/✗
1		✓/✗




	Task List For The Day - Fill In ALL 20!	✓/✗
2		✓/✗
3		✓/✗
4		✓/✗
5		✓/✗
6		✓/✗
7		✓/✗
8		✓/✗
9		✓/✗
10		✓/✗
11		✓/✗
12		✓/✗
13		✓/✗
14		✓/✗
15		✓/✗
16		✓/✗
17		✓/✗
18		✓/✗
19		✓/✗
20		✓/✗

	 Day Number + Date + Time 
Day Number:	

Date:	
Start Time:	

	 Three Things That I Am Grateful to Have in My Life 
1.	
2.	
3.	

	 My Top Three Priority Tasks That I WILL Complete 
1.	
2.	
3.	

	 My Top Three Goals That I WILL Achieve This Year 
1.	
2.	
3.	

**(Remove any
boxes below that
do not match the
times when you
are awake.)**

My Morning Plan

1 am: Task \$	
Intention 🔔	
Reflection ✍️	

1:30 am: Task \$	
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Intention 🔔	
Reflection ✍️	

2 am: Task 💰	
Intention 🔔	
Reflection ✍️	

2:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

3 am: Task 💰	
Intention 🔔	
Reflection ✍️	

3:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

4 am: Task \$	
Intention 🔔	
Reflection ✍️	

4:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

5 am: Task \$	
Intention 🔔	
Reflection ✍️	

5:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

6 am: Task \$	
Intention 🔔	
Reflection ✍️	

6:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

7 am: Task \$	
Intention 🔔	
Reflection ✍️	

7:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

8 am: Task \$	
Intention 🔔	
Reflection ✍️	

8:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

9 am: Task \$	
Intention 🔔	
Reflection ✍️	

9:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

10 am: Task \$	
Intention 🔔	
Reflection ✍️	

10:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

11 am: Task \$	
Intention 🔔	
Reflection ✍️	

11:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

12 pm: Task \$	
Intention 🔔	
Reflection ✍️	

12:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

🎯 End-Of-Morning Rerport 🎯

🧠 What Did I Learn This Morning? 🧠

✗What Problem's Did I Face This Morning?✗

🔑How Will I Solve These Problems?🔑



🔪My Afternoon Plan🔪


1 pm: Task 💰	
Intention 🔔	
Reflection 🖋️	



1:30 pm: Task 💰	
Intention 🔔	
Reflection 🖋️	

2 pm: Task 💰	
Intention 🔔	

Reflection 	
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2:30 pm: Task \$	
Intention 	
Reflection 	

3 pm: Task \$	
Intention 	
Reflection 	

3:30 pm: Task \$	
Intention 	
Reflection 	

4 pm: Task \$	
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Intention 🔔	
Reflection ✍️	

4:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

5 pm: Task \$	
Intention 🔔	
Reflection ✍️	

5:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

6 pm: Task \$	
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Intention 🔔	
Reflection ✍️	

6:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

7 pm: Task \$	
Intention 🔔	
Reflection ✍️	

7:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

8 pm: Task \$	
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Intention 🛎	
Reflection ✍	

8:30 pm: Task \$	
Intention 🛎	
Reflection ✍	

9 pm: Task \$	
Intention 🛎	
Reflection ✍	

9:30 pm: Task \$	
Intention 🛎	
Reflection ✍	

10 pm: Task \$	
Intention 🔔	
Reflection ✍️	

10:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

11 pm: Task \$	
Intention 🔔	
Reflection ✍️	

11:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

12 am: Task 💰	
Intention 🔔	
Reflection ✍️	

12:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	



End-Of-The-Day Report:



🧠 **What Did I Learn Today?** 🧠

❌ **What Problems Did I Face In The Day?** ❌

🔑 **How Will I Solve These Problems Tomorrow?** 🔑

 **What Do I Plan To Do Differently Tomorrow?** 


 **What Do I Plan To Do The Same Tomorrow?** 

 **Who Do I Need To Update, Contact, Ask A Question To, And Share Feedback With?** 




 **What Tasks Were Left Undone?** 

Brain Dump:




Day 6/7:




	Task List For The Day - Fill In ALL 20!	 / 
1		 / 




	Task List For The Day - Fill In ALL 20!	✓/✗
2		✓/✗
3		✓/✗
4		✓/✗
5		✓/✗
6		✓/✗
7		✓/✗
8		✓/✗
9		✓/✗
10		✓/✗
11		✓/✗
12		✓/✗
13		✓/✗
14		✓/✗
15		✓/✗
16		✓/✗
17		✓/✗
18		✓/✗
19		✓/✗
20		✓/✗

	 Day Number + Date + Time 
Day Number:	

Date:	
Start Time:	

	 Three Things That I Am Grateful to Have in My Life 
1.	
2.	
3.	

	 My Top Three Priority Tasks That I WILL Complete 
1.	
2.	
3.	

	 My Top Three Goals That I WILL Achieve This Year 
1.	
2.	
3.	

**(Remove any
boxes below that
do not match the
times when you
are awake.)**

My Morning Plan

1 am: Task \$	
Intention 🔔	
Reflection ✍️	

1:30 am: Task \$	
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Intention 🔔	
Reflection ✍️	

2 am: Task 💰	
Intention 🔔	
Reflection ✍️	

2:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

3 am: Task 💰	
Intention 🔔	
Reflection ✍️	

3:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

4 am: Task \$	
Intention 🔔	
Reflection ✍️	

4:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

5 am: Task \$	
Intention 🔔	
Reflection ✍️	

5:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

6 am: Task \$	
Intention 🔔	
Reflection ✍️	

6:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

7 am: Task \$	
Intention 🔔	
Reflection ✍️	

7:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

8 am: Task \$	
Intention 🔔	
Reflection ✍️	

8:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

9 am: Task \$	
Intention 🔔	
Reflection ✍️	

9:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

10 am: Task \$	
Intention 🔔	
Reflection ✍️	

10:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

11 am: Task \$	
Intention 🔔	
Reflection ✍️	

11:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

12 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

12:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

🎯 End-Of-Morning Rerport 🎯

🧠 What Did I Learn This Morning? 🧠

✗What Problem's Did I Face This Morning?✗

🔑How Will I Solve These Problems?🔑



🔪My Afternoon Plan🔪


1 pm: Task 💰	
Intention 🔔	
Reflection 🖋️	



1:30 pm: Task 💰	
Intention 🔔	
Reflection 🖋️	

2 pm: Task 💰	
Intention 🔔	

Reflection 	
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2:30 pm: Task \$	
Intention 	
Reflection 	

3 pm: Task \$	
Intention 	
Reflection 	

3:30 pm: Task \$	
Intention 	
Reflection 	

4 pm: Task \$	
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Intention 🔔	
Reflection ✍️	

4:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

5 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

5:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

6 pm: Task 💰	
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Intention 🔔	
Reflection ✍️	

6:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

7 pm: Task \$	
Intention 🔔	
Reflection ✍️	

7:30 pm: Task \$	
Intention 🔔	
Reflection ✍️	

8 pm: Task \$	
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Intention 🔔	
Reflection ✍️	

8:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

9 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

9:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

10 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

10:30 pm: Task 💰	
Intention 🔔	
Reflection ✍️	

11 pm: Task 💰	
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11:30 pm: Task 💰	
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12 am: Task 💰	
Intention 🔔	
Reflection ✍️	

12:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	



End-Of-The-Day Report:



🧠 **What Did I Learn Today?** 🧠

❌ **What Problems Did I Face In The Day?** ❌

🔑 **How Will I Solve These Problems Tomorrow?** 🔑

 **What Do I Plan To Do Differently Tomorrow?** 

 **What Do I Plan To Do The Same Tomorrow?** 

 **Who Do I Need To Update, Contact, Ask A Question To, And Share Feedback With?** 




 **What Tasks Were Left Undone?** 

Brain Dump:




Day 7/7:




	Task List For The Day - Fill In ALL 20!	 / 
1		 / 




	Task List For The Day - Fill In ALL 20!	✓/✗
2		✓/✗
3		✓/✗
4		✓/✗
5		✓/✗
6		✓/✗
7		✓/✗
8		✓/✗
9		✓/✗
10		✓/✗
11		✓/✗
12		✓/✗
13		✓/✗
14		✓/✗
15		✓/✗
16		✓/✗
17		✓/✗
18		✓/✗
19		✓/✗
20		✓/✗

	 Day Number + Date + Time 
Day Number:	

Date:	
Start Time:	

	 Three Things That I Am Grateful to Have in My Life 
1.	
2.	
3.	

	 My Top Three Priority Tasks That I WILL Complete 
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	 My Top Three Goals That I WILL Achieve This Year 
1.	
2.	
3.	

**(Remove any
boxes below that
do not match the
times when you
are awake.)**

My Morning Plan

1 am: Task \$	
Intention 🔔	
Reflection ✍️	

1:30 am: Task \$	
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Intention 🔔	
Reflection ✍️	

2 am: Task 💰	
Intention 🔔	
Reflection ✍️	

2:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	

3 am: Task 💰	
Intention 🔔	
Reflection ✍️	

3:30 am: Task \$	
Intention 🔔	
Reflection ✍️	

4 am: Task \$	
Intention 🔔	
Reflection ✍️	

4:30 am: Task \$	
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Reflection ✍️	

5 am: Task \$	
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12 pm: Task \$	
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🎯 End-Of-Morning Rerport 🎯

🧠 What Did I Learn This Morning? 🧠

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1 pm: Task 💰	
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Intention 🔔	
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8 pm: Task \$	
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Intention 🛎	
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12:30 am: Task 💰	
Intention 🔔	
Reflection ✍️	



End-Of-The-Day Report:



🧠 **What Did I Learn Today?** 🧠

❌ **What Problems Did I Face In The Day?** ❌

🔑 **How Will I Solve These Problems Tomorrow?** 🔑



What Do I Plan To Do Differently Tomorrow?



What Do I Plan To Do The Same Tomorrow?



Who Do I Need To Update, Contact, Ask A Question To, And Share Feedback With?



What Tasks Were Left Undone?



Brain Dump:

End Of Week Report:

 **What Did I Learn This Week?** 

 **What Problems Did I Face This Week?** 

 **How Will I Solve These Problems Next Week?** 

 **What Do I Plan To Do Differently Next Week?** 

 **What Do I Plan To Do The Same Next Week?** 

 **Who Do I Need To Update, Contact, Ask A Question To, And Share Feedback With?** 

 **What Tasks Were Left Undone?** 

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Brain Dump: