









TIME MASTERY









Day 1/7:

	Task List For The Day - Fill In ALL 20!	✓/✗
1	Deep Work #1: Study how to create a good “Single” 1-sheet	✓/
2	Deep Work #2: Write a 1-sheet draft	✓/
3	Say cheese merch art	✓/
4	Schedule next day	✓/
5	Morning Prayer	✓/
6	Lift	✓/
7	Help Copy Campus	✓/
8	Analyze Swipe File	✓/
9	Review Work from the day	✓/
10	Check Announcements	✓/
11	Morning PowerUp	✓/
12	30 minutes bike	✓/
13	Shower	✓/
14	Brush Teeth	✓/
15	Call Mom	✓/
16	100 pushups	✓/
17	Weigh in	✓/
18	Trac	✓/
19	Go for a walk	✓/
20	TRW PM Daily Check-in	✓/

	 Day Number + Date + Time 
Day Number:	111
Date:	7/3/2023
Start Time:	5:00 am

	 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.	






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

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 \$	
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6:30 am: Task \$	
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7 am: Task \$	
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7:30 am: Task \$	
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8 am: Task \$	
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8:30 am: Task \$	
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9 am: Task \$	
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9:30 am: Task \$	
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10:30 am: Task \$	
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11 am: Task \$	
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11:30 am: Task \$	
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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 💰	
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2:30 pm: Task \$	
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4:30 pm: Task 💰	
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12 am: Task 💰	
Intention 🔔	
Reflection ✍️	

12:30 am: Task 💰	
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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 2/7:

	Task List For The Day - Fill In ALL 20!	✓/✗
1	Deep Work #1: QP the 1 sheet copy	✓/✗
2	Deep Work #2: Say cheese merch art	✓/
3	IG like campaign	✓/
4	Schedule next day	✓/
5	Morning Prayer	✓/
6	Lift	✓/
7	Help Copy Campus	✓/
8	Analyze Swipe File	✓/
9	Review Work from the day	✓/
10	Check Announcements	✓/
11	Morning PowerUp	✓/
12	30 minutes bike	✓/
13	Shower	✓/✗
14	Brush Teeth	✓/✗
15	Call Mom	✓/
16	100 pushups	✓/
17	Weigh in	✓/
18	Trac	✓/
19	Go for a walk	✓/
20	TRW PM Daily Check-in	✓/

	 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.	
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	 My Top Three Goals That I WILL Achieve This Year 
1.	
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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 🔔	
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3:30 am: Task \$	
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4 am: Task \$	
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4:30 am: Task \$	
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5 am: Task \$	
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6 am: Task \$	
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12 pm: Task 💰	
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Reflection ✍️	

🎯 End-Of-Morning Rerport 🎯

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



🔪 **My Afternoon Plan** 🔪


1 pm: Task 💰	
Intention 🔔	
Reflection ✍️	



1:30 pm: Task 💰	
Intention 🔔	
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2 pm: Task 💰	
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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 3/7:

	Task List For The Day - Fill In ALL 20!	✓/✗
1	Deep Work #1: Do Voices for Dave	/✗
2	Deep Work #2: Set up YouTube campaign	/✗
3	Say cheese merch art	/✗
4	Schedule next day	/✗
5	Morning Prayer	/✗
6	Lift	/✗
7	Help Copy Campus	/✗
8	Analyze Swipe File	/✗
9	Review Work from the day	/✗
10	Check Announcements	/✗
11	Morning PowerUp	/✗
12	30 minutes bike	/✗
13	Shower	/✗
14	Brush Teeth	/✗
15	Call Mom	/✗
16	100 pushups	/✗
17	Weigh in	/✗
18	Trac	/✗
19	Go for a walk	/✗
20	TRW PM Daily Check-in	/✗

	 Day Number + Date + Time 
Day Number:	
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My Morning Plan

1 am: Task 💰	
Intention 🔔	
Reflection ✍️	

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

2 am: Task \$	
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🎯 End-Of-Morning Rerport 🎯

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✗ 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 💰	
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2 pm: Task 💰	
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2:30 pm: Task \$	
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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	Deep Work #1:	/ 

	Task List For The Day - Fill In ALL 20!	✓/✗
	<input checked="" type="checkbox"/> Schedule more clipped-up videos + <input type="checkbox"/> clip up more videos <input checked="" type="checkbox"/> Come up with an IG/FB post	
2	Deep Work #2: BTS Editing	/✗
3	Say cheese merch art	/✗
4	Schedule next day	/✗
5	Morning Prayer	/✗
6	Do voice cloning	/✗
7	Help Copy Campus	/✗
8	Analyze Swipe File	/✗
9	Review Work from the day	/✗
10	Check Announcements	/✗
11	Morning PowerUp	/✗
12	30 minutes bike	/✗
13	Shower	/✗
14	Brush Teeth	/✗
15	Call Mom	/✗
16	100 pushups	/✗
17	Weigh in	/✗
18	Trac	/✗
19	Go for a walk	/✗
20	TRW PM Daily Check-in	/✗

	 Day Number + Date + Time 
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	 Three Things That I Am Grateful to Have in My Life 
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My Morning Plan

1 am: Task 💰	
Intention 🔔	
Reflection ✍️	

1:30 am: Task \$	
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Reflection ✍️	

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

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🔑 How Will I Solve These Problems? 🔑


🔪 My Afternoon Plan 🔪

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12 am: Task 💰	
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End-Of-The-Day Report:



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 **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	Deep Work #1:	/ 

	Task List For The Day - Fill In ALL 20!	X /✓
	<input checked="" type="checkbox"/> BTS Editing <input checked="" type="checkbox"/> Say cheese merch art	
2	Deep Work #2: Troubleshoot commerce manager	/✓
3	Spotify Meeting 4:30	/✓
4	Schedule next day	/✓
5	Morning Prayer	/✓
6	Make a doc with all messages from returns	/✓
7	Help Copy Campus	/✓
8	Analyze Swipe File/Music Industry Modeling	/✓
9	Review Work from the day	/✓
10	Check Announcements	/✓
11	Morning PowerUp	/✓
12	30 minutes bike	/✓
13	Shower	/✓
14	Brush Teeth	/✓
15	Call Mom	/✓
16	100 pushups	/✓
17	Weigh in	/✓
18	Trac	/✓
19	Go for a walk	/✓
20	TRW PM Daily Check-in	/✓

	 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 \$	
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Reflection ✍️	

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

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

6 am: Task \$	
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6:30 am: Task \$	
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7 am: Task \$	
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7:30 am: Task \$	
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8 am: Task \$	
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8:30 am: Task \$	
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9 am: Task \$	
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10 am: Task \$	
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10:30 am: Task \$	
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11 am: Task \$	
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11:30 am: Task \$	
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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 💰	
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Reflection 	
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2:30 pm: Task \$	
Intention 	
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3 pm: Task \$	
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3:30 pm: Task \$	
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4 pm: Task \$	
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Intention 🔔	
Reflection ✍️	

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

5 pm: Task \$	
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Reflection ✍️	

5:30 pm: Task \$	
Intention 🔔	
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6 pm: Task \$	
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Intention 🔔	
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6:30 pm: Task 💰	
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8 pm: Task 💰	
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Intention 🔔	
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8:30 pm: Task 💰	
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11 pm: Task \$	
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11:30 pm: Task \$	
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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!	X/✓
1	Deep Work #1: Say Cheese Merch	/✓




	Task List For The Day - Fill In ALL 20!	✗/✓
2	Deep Work #2: <input checked="" type="checkbox"/> Set up Spotify ad <input checked="" type="checkbox"/> Ask bands in town how to optimize widget for mobile	/✓
3	Put the marketing strategies for say cheese together for Dave	/✓
4	Schedule next day	/✓
5	Morning Prayer	/✓
6	Marketing IQ call 3pm	/✓
7	Help Copy Campus	/✓
8	Analyze Swipe File/Music Industry Modeling	/✓
9	Review Work from the day	/✓
10	Check Announcements	/✓
11	Morning PowerUp	/✓
12	30 minutes bike	/✓
13	Shower	/✓
14	Brush Teeth	/✓
15	Call Mom	/✓
16	100 pushups	/✓
17	Weigh in	/✓
18	Trac	/✓
19	Go for a walk	/✓
20	TRW PM Daily Check-in	✓

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

	 Three Things That I Am Grateful to Have in My Life 
1.	
2.	
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	 My Top Three Priority Tasks That I WILL Complete 
1.	
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	 My Top Three Goals That I WILL Achieve This Year 
1.	
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**(Remove any
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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 \$	
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6 am: Task \$	
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12 pm: Task \$	
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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 💰	
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2:30 pm: Task \$	
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3 pm: Task \$	
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Intention 🔔	
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4:30 pm: Task 💰	
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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	Deep Work #1: Set up in-stream youtube ad	/ 

	Task List For The Day - Fill In ALL 20!	✗/✓
2	Deep Work #2: Create a merch ad with 5 different pieces of merch <input checked="" type="checkbox"/> IG/FB retarget <input checked="" type="checkbox"/> “See Content” retarget <input checked="" type="checkbox"/> Use the 2 latest merch drop posts as an ad set	/✓
3	Seet up call with google adwords manager	/✓
4	Schedule next day	/✓
5	Morning Prayer	/✓
6	Marketing IQ call 3pm	/✓
7	Help Copy Campus	/✓
8	Analyze Swipe File/Music Industry Modeling	/✓
9	Review Work from the day	/✓
10	Check Announcements	/✓
11	Morning PowerUp	/✓
12	30 minutes bike	/✓
13	Shower	/✓
14	Brush Teeth	/✓
15	visit Mom	/✓
16	100 pushups	/✓
17	Weigh in	/✓
18	Trac	/✓
19	Go for a walk	/✓
20	TRW PM Daily Check-in	/✓

	 Day Number + Date + Time 
Day Number:	
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My Morning Plan

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Intention 🔔	
Reflection ✍️	

1:30 am: Task \$	
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Reflection ✍️	

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12 pm: Task 💰	
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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 💰	
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2 pm: Task 💰	
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2:30 pm: Task \$	
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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: