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# 100 G WORK SESSIONS AWAY

									
									
									
									
									
									
									
									
									

## G Work Checklist

- ~~Set a desired outcome and plan actions~~
- ~~Pick an attitude~~
- ~~Hydrate, Caffeinate, Get the blood flowing~~
- ~~Remove distractions~~
- ~~Set a timer for 60-90 mins~~
- ~~Get started~~
- ~~Evaluate afterwards~~



## G Work Session Tracker Template

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### **SESSION #1 - 14/08/2024 12.00 - 13.00**

#### **Desired Outcome:**

- Develop Win Strategy for organic social media (for client)

#### **Planned Tasks:**

- Task 1: Analyse top players
- Task 2: Develop strategies
- Task 3: Evaluate and ask for feedback in TRW

#### **Post-session Reflection**

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### **SESSION #2 - 14/08/2024 14.00 - 15.30**

#### **Desired Outcome:**

- Develop a consistent posting schedule for the client

#### **Planned Tasks:**

- Task 1: Analysis of what times the audience is most active on Social Media (Instagram)
- Task 2: Analyse the type of content that is doing well on similar accounts
- Task 3: Create the posting schedule based on the analysis and goals the client wants to achieve.

#### **Post-session Reflection**

- I was able to create a schedule that lets me get out of my head and focus on the work at hand and not worry about what I'll post at what time. As I have already done that when creating the weekly schedule.

## **SESSION #3 - 14/08/2024 17.30-19.00**

### **Desired Outcome:**

- Create copy and posts using the Winner's Writing Process.

### **Planned Tasks:**

- Task 1: Create copy for the next 2 posts
- Task 2: Edit post pictures
- Task 3: Review copy using Campus AI and tweak where necessary

### **Post-session Reflection**

- The session was productive and I found a few repetitive mistakes I keep on making when writing copy. I've also made note of these mistakes and will be working on them continuously.
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## **SESSION #1 - 15/08/2024 08.00-09.30**

### **Desired Outcome:**

- CLIENT WORK

### **Planned Tasks:**

- Task 1: Create copy using educational content on event planning
- Task 2: Review copy and tweak where necessary
- Task 3: Have Campus AI run its review and improve on any suggestions it recommends

### **Post-session Reflection**

- The session was productive and I was able to spot myself making the mistakes I had been making almost immediately.
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## **SESSION #2 - 15/08/2024 12.00-14.00**

### **Desired Outcome:**

- CLIENT WORK

### **Planned Tasks:**

- Task 1: Review what the client wants to add to the copies I have sent to her
- Task 2: Tweak the copy and make changes to adapt to what she wants
- Task 3: Resend the copies to the client

### **Post-session Reflection**

- The session has been productive. It has allowed me to be able to focus fully on the work I have set myself to do.
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## **SESSION #3 - 15/08/2024 18.00-19.30**

### **Desired Outcome:**

- Client's Content performance analysis

### **Planned Tasks:**

- Task 1: See which content has been doing well so far this week
- Task 2: Brainstorm ideas/remixes on content that has been doing well and how to adopt the same framework/structure of the content.

### **Post-session Reflection**

- I got to come up with a few ideas I'm excited to work on with using content that has been doing well.
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## **SESSION #1 - 16/08/2024 15.00-16.30**

### **Desired Outcome:**

- Creating content for the Client

### **Planned Tasks:**

- Task 1: Creating copy for recent events the client has planned and coordinated
- Task 2: Review and have Campus AI review the copy and make tweaks where necessary.

### **Post-session Reflection**

- I struggled with being focused in this session. My mind was often drifting somewhere else and didn't want to work but I forced through it.
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## **SESSION #2 - 16/08/2024 17.00-18.30**

### **Desired Outcome:**

- Content schedule and content for the week for my Instagram Accounts

### **Planned Tasks:**

- Task 1: Plan out what I'll be focusing on for the week
- Task 2: Create content copy for Monday-Wednesday
- Task 3: Create swipe designs for the copy and enter the copy

### **Post-session Reflection**

- I was able to create content productively. I need to work on working promptly to get more done in time for my other tasks and sessions.
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## **SESSION #1 - 17/08/2024 11.00-13.00**

### **Desired Outcome:**

- CLIENT WORK

## **Planned Tasks:**

- Task 1: Post content for the day and schedule the rest for the day
- Task 2: Add new links to Bio copy for Instagram
- Task 3: Create draft copy for the following day.

## **Post-session Reflection**

- The session was productive. I still need to work on time management a lot more.
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# **SESSION #2 - 17/08/2024 16.00-17.30**

## **Desired Outcome:**

- Complete content creation for copywriting and personal Instagram account

## **Planned Tasks:**

- Task 1: Review copy for copywriting account
- Task 2: Finish copy creation for personal account
- Task 3: Review content for the coming week

## **Post-session Reflection**

- The session was okay. I was distracted but I was able to fully get back into the session and complete my work.
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# **SESSION # 1- 18/08/2024 14.00-16.00**

## **Desired Outcome:**

- Content Scheduling

## **Planned Tasks:**

- Task 1: Decide the theme/topic that content will be centred around for the client's social media
- Task 2: Create suitable content types for each day of the week. Increase the number of posts to 4/5

## Post-session Reflection

- The session was productive.
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## SESSION #2 - 18/08/2024 20.00-21.30

### Desired Outcome:

- Review current content performance for personal accounts

### Planned Tasks:

- Task 1: Analyse content that did well for the week.
- Task 2: Jot ideas/remixes for new content
- Task 3: Explore what similar accounts are doing currently that's working and brainstorm ideas and strategies.

## Post-session Reflection

- The session was very much needed as I know what I need to do and I'm now looking forward to creating content for my accounts than I was a few weeks ago.
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## SESSION #1 - 19/08/2024 08.00-09.30

### Desired Outcome:

- Client Work

### Planned Tasks:

- Task 1: Review content for the day and make necessary tweaks
- Task 2: Schedule posts for the day
- Task 3: Comment on 10 other accounts

## Post-session Reflection

- The session was productive and I'm getting used to being organised which feels good.
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## **SESSION #2 - 19/08/2024 12.00-14.00**

### **Desired Outcome:**

- Outreach

### **Planned Tasks:**

- Task 1: Pick at least 5-10 prospects from my list
- Task 2: Analyse their businesses
- Task 3: Develop strategies based on what top players are currently doing and align them with their business models then send outreach

### **Post-session Reflection**

- I wasted a lot of time overthinking my outreach copy. I need to work on trusting my instincts more.
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## **SESSION #3 - 19/08/2024 16.00-17.30**

### **Desired Outcome:**

- Watch lessons in TRW on developing your skills in client acquisition

### **Planned Tasks:**

- Task 1: take notes
- Task 2: Review and analyse what I'm still lacking on

### **Post-session Reflection**

- The session helped me a lot in building my skills so I can help my client's business strengthen its presence and increase its engagement
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## **SESSION #1 - 20/08/2024 08.00-09.30**

### **Desired Outcome:**

- Client work

### **Planned Tasks:**

- Task 1: Create content/copy
- Task 2: Review and make necessary tweaks and corrections where necessary

- Task 3: Edit client videos to increase quality

#### **Post-session Reflection**

- I need to manage time and watch videos in the content creation campus to harness my video editing skills so I can be more aware of tools that can save me time
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## **SESSION #2 - 20/08/2024 10.00-11.30**

#### **Desired Outcome:**

- Client Work

#### **Planned Tasks:**

- Task 1: Review content for the day and schedule posts
- Task 2: Start creating content for the following day

#### **Post-session Reflection**

- I'm getting used to getting into a routine and it's helping me get more work done
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## **SESSION #2 - 21/08/2024 13.00-15.00**

#### **Desired Outcome:**

- Outreach

#### **Planned Tasks:**

- Task 1: Pick 5-10 businesses from my list
- Task 2: Analyse their business
- Task 3: Develop strategies using some of the top players and align with their business models and then send outreach

#### **Post-session Reflection**

- This session was much more productive following the note on my previous outreach session I was able to push out more outreach than I had anticipated.
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## **SESSION #1 - 22/08/2024 08.00-09.30**

### **Desired Outcome:**

- Client work

### **Planned Tasks:**

- Task 1: Review content for the day
- Task 2: Schedule posts for the day
- Task 3: Start creating posts for tomorrow

### **Post-session Reflection**

- I found this session to be very productive
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## **SESSION #2 - 22/08/2024 12.00-13.30**

### **Desired Outcome:**

- Post for personal accounts

### **Planned Tasks:**

- Task 1: Review the content I have set for the day
- Task 2: Schedule posts
- Task 3: Review week's current progress

### **Post-session Reflection**

- The session was productive and got to catch up on things I need to improve so I can maximise my account growth and engagement
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## **SESSION #1 - 23/08/2024 08.00-10.00**

### **Desired Outcome:**

- Watch landing page lessons

### **Planned Tasks:**

- Task 1: Take notes and review them
- Task 2: Create a sample landing page

### **Notes:**

- The session was good and as always learning something new takes me out of my comfort zone which is great for me and allows me to add to my skill set. I enjoyed this session.
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## **SESSION #2 - 23/08/2024 12.00-13.30**

### **Desired Outcome:**

- Client work

### **Planned Tasks:**

- Task 1: Analyse top players on what they're currently doing
- Task 2: Tweak the client's strategies where necessary

### **Post-session Reflection**

- This session was productive as I am still finding what works for my client to maximise their growth
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## **SESSION #1 - 24/08/2024 10.00-11.00**

### **Desired Outcome:**

- Prepare for weekly review call with the client

### **Planned Tasks:**

- Task 1: Put together reviews based on the work I've been doing for the past 2 weeks since last week's call was cancelled by the client
- Task 2: Review what is going well and what we'll be tweaking

### **Post-session Reflection**

- I was able to complete the tasks I had set out for this session.
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## **SESSION #2 - 24/08/2024 13.00-14.30**

### **Desired Outcome:**

- Create a content schedule for the client for the following week

### **Planned Tasks:**

- Task 1: Pick a theme/topic for the week and choose content types
- Task 2: Create a content schedule for the week

### **Post-session Reflection**

- This session was productive and scheduling has proven to really get out of my head more which I'm happy about.
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## **SESSION #1 - 25/08/2024 15.00-16.30**

### **Desired Outcome:**

- Create Content Schedule for personal accounts for the next week

### **Planned Tasks:**

- Task1: Choose content types

- Task 2: Create schedules for both accounts for the following week

#### **Post-session Reflection**

- The tasks for this section have been completed.
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## **SESSION #2 - 25/08/2024 18.00-20.00**

#### **Desired Outcome:**

- Create Content for personal accounts

#### **Planned Tasks:**

- Task1: work on the copy and review it once done
- Task 2: Tweak copy where necessary

#### **Post-session Reflection**

- Starting this session I did not feel like working for the rest of the day but I'm glad I did regardless as I now am looking forward to completing the rest of today's checklist
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## **SESSION #1 - 26/08/2024 15.00-16.30**

#### **Desired Outcome:**

- Content creation for client

#### **Planned Tasks:**

- Task1: Review posts set for today
- Task 2: Create a Monday quote & post first then schedule posts for the rest of the day

#### **Post-session Reflection**

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## **SESSION #2 - 26/08/2024 18.00-20.00**

### **Desired Outcome:**

- Push Content for personal accounts

### **Planned Tasks:**

- Task1: work on the copy and review it once done
- Task 2: Create a reel swipes design
- Task 3: Post

### **Post-session Reflection**

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## **SESSION #1 - 27/08/2024 13.00-15.30**

### **Desired Outcome:**

- Content creation for the client for the recent event she hosted

### **Planned Tasks:**

- Task1: Put together videos and pictures for a mini reel
- Task 2: Put together swipes for the event
- Task 3: Edit and choose songs for the reels and swipe posts

### **Post-session Reflection**

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## **SESSION #2 - 27/08/2024 17.30-18.30**

### **Desired Outcome:**

- Content creation for client

### **Planned Tasks:**

- Task1: Review posts set for today
- Task 2: Schedule posts for the rest of the day

### **Post-session Reflection**

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## **SESSION #3 - 27/08/2024 20.00-22.00**

### **Desired Outcome:**

- Content creation for client

### **Planned Tasks:**

- Task1: Review posts set for today
- Task 2: Create a Monday quote & post first then schedule posts for the rest of the day

### **Post-session Reflection**

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