

<b>V/</b> ×	🚀 Today's Tasks & Steps To Success 🚀
1. 🗸	<ul> <li>Task: Improve the readability of the site for a large audience</li> <li>Action Steps:         <ul> <li>Run the site through a readability checker and simplify the language to be understood by a wide audience</li> <li><a href="https://readable.com/">https://readable.com/</a></li> </ul> </li> </ul>
2. 🗸	<ul> <li>Task: Check if site is mobile friendly</li> <li>         Action Steps:         <ul> <li>Make sure that the website automatically adjusts to the mobile format</li> <li>https://search.google.com/test/mobile-friendly</li> <li>https://www.browserstack.com/</li> </ul> </li> </ul>
3. 🗸	<ul> <li>Task: Use clean code in the site and fix any errors</li> <li>Action Steps:         <ul> <li>https://validator.w3.org/</li> <li>Use the code checker and fix any errors in the code</li> </ul> </li> </ul>
4. 🗸	<ul> <li>Task: Fix any 404 errors</li> <li></li></ul>
5. 🗸	<ul> <li>Task: Improve the user experience of the website and improve the speed of the site and responsiveness</li> <li>Action Steps:         <ul> <li>Optimize the cache and files on the site and run through speed checkers.</li> <li>https://tools.pingdom.com/#63be5c14f6c00000</li> <li>https://pagespeed.web.dev/analysis/https-localcomputer-expert/jfk66qcmo1?form_factor=desktop</li> <li>Google Lighthouse in the dev settings (F12)</li> </ul> </li> </ul>

	17 Date 17
Date:	April 21, 2024

	🌄 3 Blessings I'm Grateful To Have 🙌
1.	I have another day to accomplish my goals
2.	I have a bed and a roof over my head
3.	I have a family that cares for me and has my back

	🎩 3 Priority Tasks 🎩		
	(These are non-negotiable tasks and must be conquered today!)		
1.	Agoge Call		
2.	Agoge assignment		
3.	100 Burpees		

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## Mourly Commitments & Reflections



Task 🕌	Task: What will I do?
Strategy 🔍	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.)

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5 AM: Task 辈	
Strategy 🔍	
Reflection /	
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6 AM: Task 💃	
Strategy 🔍	
Reflection /	
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7 AM: Task 🟅	Check that the site is mobile friendly
Strategy 🔍	Use the links provided in the checklist in order to check and fix any errors
Reflection /	

8 AM: Task 💃	404 errors		
Strategy 🔍	Run the site through a checker and fix errors		
Reflection 🖊			
9 AM: Task 辈	Check the readability of the site		
Strategy 🔍	Check the site through the readability checker and adjust for a 13-15 year old reading level		
Reflection 🖊			
10 AM: Task 💃	Check the readability of the site		
Strategy 🔍			
Reflection /			
11 AM: Task 辈	Check the readability of the site		
Strategy 🔍			
Reflection 🖊			
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12 PM: Task 辈	Add credibility links to the cite		
Strategy 🔍	Add the bbb, and any other high authority links to the site.		
Reflection /			

1 PM: Task 辈	Agoge call
Strategy Q	Watch the agoge call to learn how to implement the scientific method and dealing with e unknowns and readjustments
Reflection /	
2 PM: Task 💃	
Strategy 🔍	
Reflection 🖊	
3 PM: Task 辈	
Strategy 🔍	
Reflection 🖊	
4 PM: Task 💃	
Strategy 🔍	
Reflection 🖊	
5 PM: Task 💃	
Strategy 🔍	
Reflection /	

6 PM: Task 辈			
Strategy 🔍			
Reflection /			
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7 PM: Task 辈			
Strategy 🔍			
Reflection /			
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8 PM: Task 辈			
Strategy 🔍			
Reflection /			
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## 🌇 Twilight's Review 🌆





I completed the link building to the best of my ability, as well as the social media of the SEO checklist



What lessons did I learn today?



My overthinking, feeling overwhelmed is because of either 2 things: 1 – I have veered off the plan and started to do things that were not according to the checkpoint and became overwhelmed, 2 – I took on too much too fast in too small time. → Break up the task and give enough time for the tasks to be done each day. Plan the day as if you are in the worst case scenario. This will then help in adjusting your plan when unexpected roadblocks begin to surface. Give enough time for the tasks in order to be completed.
REMEMBER TO REMAIN GRATEFUL, CALM, COLLECTED, AND IN CONTROL. – THIS IS KEY.
₩ What roadblocks did I face? ₩
Overwhelmed and taking on too much too fast and loosing site of the plan.
Being too tedious and scared of the consequences that are NOT that drastic. Just do it. Get it done. Not perfect. 80%. Analysis paralysis.
I will do enough to get the task done for a "Good enough" level. Then in the future if I have time to improve it to an even better state, then I will. — Working on the 80/20 principle. Getting things done enough to fill the 80% mark by doing the important 20%.



S What worked well and will be repeated?

Assigning enough time to each task in order to complete it and being detailed with the task that needs to be done. Being clear on what neede to be done and did it without a sense of being perfect.



**≥** Who are the People I need to connect with? ≥

I need to connect with my client on how we are going to track and log the amount of calls for his business.
What tasks remain uncompleted
None for today.
♠ What changes do I need to make to my CONQUEST PLAN?
I need to specify a better way of measuring progress by getting access to previous logs of calls and data from my client to compare the results of my work.

The final assessment of the day's productivity

Today was productive. Even though I had fallen into the trap of being overwhelmed. I have learned to go back to the plan, check where I am at, then break up the tasks into small, bite sized, easy steps for some easy wins and to get my momentum back on track and get the checklist DONE.

## Freestyle Thoughts:

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