

Please use this document to track everything you do for at least two full days. Business tasks, client work, and yup, even personal things like food/showering, social media, etc.

Be honest! This will be the most effective if you know exactly where you're spending your time (so you can make sure to maximize it!)

5:55 AM: wakeup. Bleary eyed. Hate life.

6:00-6:25: bathroom, brush teeth, change into workout clothes, drive to gym

6:30-8:00: gym. Leave feeling like a champion.

8:00-8:39: drive home, shower, pack stuff for work.

9:00: Coffeeshop. Aeropress guatemalan medium roast 12 oz, headphones in. 2 hour 80s synthwave mix started.

9:00- 9:47: Client work(copy) for Unmistakable media

9:47- 9:55: Bathroom break

9:55- 10: 38: Client work (landing page) for Unmistakable media

10:38- 11:16: Bathroom+ tease the barista + connect with U.M. team on slack

11:17- 12:26: More landing page for U.M.

12:26-12:34: Get hungry, drive home.

12:34- 1:15ish: Meal 1: meal prepped lunch.

1:15- 2:37: Client work (landing page) for U.M.

2:38- 4:33: decompress, nap. Check social media for the 1st time today. Write more emails.

Text about scheduling landing page marathon with team for tomorrow AM. Watch led zeppelin videos on youtube. Do mental gymnastics to justify buying a \$3000 guitar (so far my money is still in my pocket where it belongs).

4:34- 5:00: Drink water. Snack on cheese & turkey.

5:00- 7:00: unfocused but semi-productive time. Emails, calls with team members, more planning & communication for our jump from mailchimp to convertkit. Some social media use. I wish I was outside playing with the dog or something.

7:00- 8:00 : Cooking/ dinner.

8:00- 9:18: Mindless youtube, social media, guitar reviews.

9:40- 9:55: Write 15 minutes

10:00: Unplug for the night. Time to read and play music.

12:05: sleep

Wednesday:

9:15: Forget to set alarm last night, woke up stupid late. Everything hurts from yesterday's gym session. Damn, slept through my best hours. Day is sabotaged but salvageable.

9:15-9:55: gather laptop, remember important skype call at 10:30, scramble to prepare notes

10:00 - 10:30: map out the visuals for a landing page to share with team.

10:30 - 12:21: screenshare/skype session for upcoming launch/ clickfunnels set up

12:21 - 12:40: eat meal 1, find box to ship back bluetooth headphones. Painful on the ears.
12:40 - 12:43: Fill this thing out some more
12:43- 12:50: quick shower and check notes before Sarah call.
1:00 - 1:56: Sarah call
2:00 - 2:15: get ready for convertkit meeting
2:15 - 2:42: Convertkit meeting
2:43 - 4:00: Break. Snack. Youtube. Calls.
4:00 - 5:45: More calls, youtube, hanging out with family.
5:45 - 7:08: Landing page block.
7:10- 10:26: Play guitar, eat dinner, watch some basketball, video games
10:30- bed.

Thursday:

5:55: wake up. See email notifications from new personal trainer. Scramble to brush teeth, gym.
6:10 - 7:10: Short gym session. Want to spend 2 hours for my time, especially with the new training logs/ nutrition stuff in the email. Will take a while to go through.
7:10 -7:30: Drive home, shower.
7:30 - 7:34: Time tracking form.
7:35 - 7:54: Make coffee, take garbage bins out to the street
7:55 - 8:55: Write, read through comments on psychographics/ make changes/ read the viral content article. Wrote for 45 minutes, didn't get to psychographics/content article. Will add time for those later today.
9:05- 9:16: bathroom break before jumping into new diet stuff.
9:16- 11:44: Review new training/nutrition logs, break for food, send emails RE new training.
11:45-12:00: research new bluetooth headphones that dont suck and also block noise.
12:00 - 1:00: first client work block. Open slack/check messages for team comments/feedback on copy. Exchange messages, review documents. Check social media. Gear up for block.
1:00 - 3:00: Uninterrupted copy block
3:00 - 3:48 : Break for food, guitar, unsuccessful small book case hunt.
3:50 - 6:00: Read viral article/ review psychographics. Psychographics done, viral tomorrow AM.
6:01 - 6:21: Call with business partner Brian & some social media. Unplugging from the computer, time for food and music etc.
6:22 - 11:15 : swim, inspect avocado plants, some social media, dinner, hangout with brother & talk music, sleep