

Phase	Step & Task	Target Timeline	Progress (✓✓✓)	
Phase 1: Foundation & Branding		Days 1-7		
	1. Agency Naming	Day 1-2		
	2. Define Your Niche	Day 3-5		
	3. Legal & Policy	Day 6-7		
Phase 2: Online Presence & Portfolio		Days 8-21		
	4. Build Your Agency Website	Day 8-12	✓ (June 19, 2024, 3:08 PM +08)	
	5. Develop Initial Portfolio	Day 13-17		
	6. Set up Basic Content	Day 18-21		
Phase 3: Sales & Outreach		Days 22-45+		
	7. Sales Strategy	Day 22-28		
	8. Free Marketing	Day 29-45+		
	9. Client Onboarding	-		
Phase 4: Project Delivery & Beyond		Ongoing		
	10. AI-Powered Video	-		
	11. SEO Implementation	-		
	12. Post-Delivery Support	-		