⊛ ChatGPT

90-Day Mission Plan (Daily Tracking Template)

To structure your next 90 days, we create a day-by-day checklist in Excel. Each day is broken into dedicated time blocks for learning, project work, and review. Below is an outline of the approach and a sample table for Week 1. You can copy this template into Excel and extend it for all 90 days. **Columns:** Date, Time, Task, Completed (Yes/No).

- **Morning Block (07:00–08:00):** Daily planning or focused study (e.g. read a chapter, review notes).
- **Lunch Break (12:00–13:00):** Short rest or light activity (e.g. stretch, listen to a tech podcast, reflect on progress).
- **Evening Block 1 (18:30–20:30):** Core project work (e.g. coding a new feature, debugging, training the model).
- **Evening Block 2 (20:30–22:30):** Skill-building or wrap-up (e.g. online course lesson, writing documentation, planning next steps).
- **Weekends:** Longer sessions for deep work and catch-up. For example, Saturday (09:00–12:00, 13:00–17:00, 18:00–21:00) and Sunday (10:00–13:00, 14:00–17:00). These can include larger milestones (e.g. finishing a model prototype, participating in a webinar, or conducting an in-depth study session).

Daily Task Tracking: Enter each task in the table below and mark "Yes" in the **Completed** column once done. This creates a clear checklist you can update daily. Adjust the specific tasks as needed based on progress and priorities. (The example below shows Week 1; continue the pattern for Days 8–90.)

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| Date       | Time        | Task                                              | Completed |
|------------|-------------|---------------------------------------------------|-----------
| 2025-07-07 | 07:00–08:00 | Read a chapter/article on machine learning
fundamentals  | No        |
| 2025-07-07 | 12:00–13:00 | Take a break – stretch and reflect on
progress          | No        |
| 2025-07-07 | 18:30–20:30 | Review project progress and update project
plan        | No        |
| 2025-07-07 | 20:30–22:30 | Collaborate with a colleague online about a
problem       | No        |
| 2025-07-08 | 07:00–08:00 | Practice coding challenges (e.g. on
LeetCode)          | No        |
| 2025-07-08 | 12:00–13:00 | Listen to a tech podcast or summary during
lunch        | No        |
| 2025-07-08 | 18:30–20:30 | Experiment with model parameters/
hyperparameters         | No        |
| 2025-07-08 | 20:30–22:30 | Analyze sample data and prepare it for the
model        | No        |
| 2025-07-09 | 07:00–08:00 | Read an article on neural networks or ML
fundamentals     | No        |
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| 2025-07-09 | 12:00–13:00 | Clear work email backlog
quickly                             | No        |
| 2025-07-09 | 18:30–20:30 | Debug issues from today's development
work             | No       |
| 2025-07-09 | 20:30–22:30 | Implement a new feature/function in the GenAI
project    | No        |
| 2025-07-10 | 07:00–08:00 | Review notes from last session – plan today's
goals     | No        |
| 2025-07-10 | 12:00–13:00 | Plan quick tasks for the
afternoon                           | No        |
| 2025-07-10 | 18:30–20:30 | Collaborate with a colleague online about a
problem     | No       |
| 2025-07-10 | 20:30–22:30 | Read documentation for a new tool/library (e.g.
TensorFlow) | No      |
| 2025-07-11 | 07:00–08:00 | Practice coding with a new algorithm or
tool            | No        |
| 2025-07-11 | 12:00–13:00 | Plan quick tasks for the
afternoon                           | No        |
| 2025-07-11 | 18:30–20:30 | Analyze sample data and prepare it for the
model          | No        |
| 2025-07-11 | 20:30–22:30 | Practice writing code offline to improve
skills          | No        |
| 2025-07-12 | 09:00–12:00 | Brainstorm innovative GenAI feature
ideas                 | No        |
| 2025-07-12 | 13:00–17:00 | Rest and reflect on goals for next week (self-
care)       | No        |
| 2025-07-12 | 18:00–21:00 | Participate in an online tech webinar or
meetup          | No        |
| 2025-07-13 | 10:00–13:00 | Catch up on tasks carried over from the
week             | No        |
| 2025-07-13 | 14:00–17:00 | Deep dive study session (e.g. complete an online ML
course module) | No |
```

How to Use: Copy the above table into Excel (or your preferred tracker) and continue adding rows for each subsequent day (July 14, July 15, etc.) following a similar pattern. Update the **Task** column with your daily learning or project actions, and mark "Yes" in **Completed** once finished. Adjust times and task descriptions to fit your progress. Over 90 days, this structured plan ensures steady learning (morning study), consistent project development (evenings), and clear accountability by tracking completion daily.