

Week 9-10: Acceleration - [] Hit 80% of target metrics - [] Prepare case study format - [] Schedule mid-point review - [] Ask for additional responsibilities

Week 11-12: Final Push - [] Hit 100%+ of target metrics - [] Create one-page results summary - [] Schedule promotion conversation - [] Reference original "excellent" criteria

Week 13: The Ask - [] Present results vs. original goals - [] Show quantified impact - [] Ask for promotion/raise - [] If declined, get next 90-day plan

Metrics Tracking Sheet: | Metric | Baseline | Target | Week 4 | Week 8 | Week 12 | Status |

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DAY 6: EMAIL SUBJECT LINE TEMPLATES (50 Examples)

The "[Goal] in 7 Days" Formula

B2B Sales Templates: 1. "Double your pipeline in 7 days" 2. "Cut sales cycle 30% in 7 days" 3. "5 qualified leads in 7 days" 4. "Close 2x faster in 7 days" 5. "Book 10 demos in 7 days"

Marketing Templates: 6. "3x your engagement in 7 days" 7. "Grow your list 500 subs in 7 days" 8. "10K video views in 7 days" 9. "Double your open rates in 7 days" 10. "Launch your campaign in 7 days"

Product/Tech Templates: 11. "Ship your MVP in 7 days" 12. "Cut bugs 40% in 7 days" 13. "Speed up load time in 7 days" 14. "Deploy new feature in 7 days" 15. "Onboard users 2x faster in 7 days"

Operations Templates: 16. "Save 20 hours in 7 days" 17. "Cut costs \$5K in 7 days" 18. "Automate 3 processes in 7 days" 19. "Improve efficiency 30% in 7 days" 20. "Clear your backlog in 7 days"

HR/Recruiting Templates: 21. "Hire your next star in 7 days" 22. "Screen 50 candidates in 7 days" 23. "Improve retention in 7 days" 24. "Build your pipeline in 7 days" 25. "Launch referral program in 7 days"

Personal Brand Templates: 26. "Gain 1K followers in 7 days" 27. "Go viral in 7 days" 28. "Book 5 speaking gigs in 7 days" 29. "Land media coverage in 7 days" 30. "Build your portfolio in 7 days"

Client Services Templates: 31. "Onboard 3 clients in 7 days" 32. "Increase retention 25% in 7 days" 33. "Get 5-star reviews in 7 days" 34. "Upsell existing clients in 7 days" 35. "Reduce churn in 7 days"

Content Creation Templates: 36. "Write 10 posts in 7 days" 37. "Plan 30 days content in 7 days" 38. "Hit 100K reach in 7 days" 39. "Repurpose 20 pieces in 7 days" 40. "Build content system in 7 days"

Career Development Templates: 41. "Land 3 interviews in 7 days" 42. "Revamp your resume in 7 days" 43. "Build your network in 7 days" 44. "Master [skill] in 7 days" 45. "Get promoted in 7 days (roadmap)"

Startup Templates: 46. "Validate your idea in 7 days" 47. "Launch pre-sale in 7 days" 48. "Get 100 signups in 7 days" 49. "Raise your round in 7 days (prep)" 50. "Find your co-founder in 7 days"

Pro Tips: - Personalize with recipient's company/role - A/B test different numbers (7 vs 14 vs 30 days) - Follow up if no response in 3 days - Always deliver on the promise in the email body

DAY 7: POWER PHRASES FOR MEETINGS (15 Techniques)

Control the Room Without Being Aggressive

1. The Parking Lot "Love that idea—let's park it and circle back" **Use when:** Someone derails the agenda **Effect:** Acknowledges without committing

2. The Redirect "Great point—how does that tie to our main objective?" **Use when:** Discussion goes off-track **Effect:** Refocuses without dismissing

3. The Time Check "We have 15 minutes left—let's prioritize the top 2 items" **Use when:** Running over **Effect:** Creates urgency and focus

4. The Summarizer "Let me recap what I'm hearing: [3 key points]" **Use when:** Need clarity **Effect:** Shows listening, gains alignment

5. The Decision Maker "It sounds like we need to decide between X and Y. Let's vote" **Use when:** Discussion is circular **Effect:** Forces progress

6. The Silence Breaker "I'd love to hear from those who haven't spoken yet" **Use when:** Same voices dominate **Effect:** Includes everyone, surfaces new ideas

7. The Reality Check "What's the smallest version of this we could test first?" **Use when:** Ideas are too ambitious **Effect:** Keeps things practical

8. The Defender "Before we move on, let's make sure [Name]'s concern is addressed" **Use when:** Someone's point is ignored **Effect:** Builds psychological safety

9. The Clarifier "When you say [X], do you mean [Y] or [Z]?" **Use when:** Vague statements **Effect:** Prevents misalignment

10. The Next-Stepper "Sounds good. Who's owning this and by when?" **Use when:** Ending discussion **Effect:** Ensures accountability