

Daily Debrief + Weekly Recon Log

Use this log to close each day with clarity and prep each week with intention.

Track objectives, time, and communications daily. At week's end, review progress, analyze results, and reset priorities for the missions ahead.



Daily Debrief + Weekly Recon Log

Mission Objectives (Top 3 Priorities)

Task	Completed
Objective 1	☐
Objective 2	☐
Objective 3	☐

Time Blocks

Block	Notes / Tasks
Morning	
Mid-day	
Afternoon	
Evening	

Key Communications (Calls / Emails / Messages)

To Contact	Details

Agent Notes

☒ End-of-Day Reset

☐ Clear Desk

☐ Clear Inbox

☐ Plan Tomorrow

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Quick Reflection

What worked today?

What didn't work today?

Mission Objectives (Top 3 Priorities)

Task	Completed
Objective 1	☐
Objective 2	☐
Objective 3	☐

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Quick Reflection

What worked today?

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What didn't work today?

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Weekly Recon Log

Key Metrics Check

Metric	Value
Revenue / Sales	
Hours Worked	
Tasks Completed	
New Contacts	
Custom Metric 1	
Custom Metric 2	

Top Completed Objectives

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Outstanding Missions (Carry Forwards)

Task / Project	Notes

Next Week's Objectives

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

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Upcoming Communications

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Reflection

Wins:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Challenges:

Lessons Learned:
