LEARNING PATH 01

AIM BEYOND TODAY

The Skill-to-Client Action Workbook

Decide. Track. Build. Review.

USE IT WITH THE BLUEPRINT

30 sessions · projects · offers · outreach

Practical learning for what comes next.

START HERE

How to use this workbook

Use this alongside The Skill-to-Client Blueprint. Keep your answers short and honest. The goal is not to fill pages; it is to leave evidence you can review at each checkpoint.

- ☐ Keep the Blueprint open beside this workbook.
- ☐ Use Full Sessions when you can; record Minimum Days without shame.
- ☐ Do not change skills before the Day 9 Skill-Fit Check.
- ☐ Label practice/spec work honestly.
- ☐ Use the tracker for dates and outreach; use this workbook for decisions.

My name

Start date

Target finish date

CHOOSE

Day 1 · Hard constraints before preferences

FILTER	MY REAL ANSWER
Device	
Storage	
Data	
Power	
Time	
Access to practice opportunities	
Work preference	

My top two Skill Starter Tracks

CHOOSE

Day 2 · Try before you choose

Complete one 30-minute sampler for each of your top two tracks. Rate what actually happened, not what you hoped would happen.

SAMPLER 1

Track

What I made

QUESTION	SCORE 1–5
I understood the task	
I could stay focused	
I can imagine repeating it	
My device/setup can support it	
My result was understandable	

Total score

SAMPLER 2

Track

What I made

QUESTION	SCORE 1–5
I understood the task	
I could stay focused	
I can imagine repeating it	
My device/setup can support it	
My result was understandable	

Total score

COMMIT

The One-Skill Contract

Write this in your own words. The commitment is not to love every session; it is to judge your choice using real practice instead of new online opinions.

My primary skill for this cycle is

I chose it because

My first client category is

Until the Day 9 Skill-Fit Check, I will judge this skill by actual practice—not by a new trend, creator or income screenshot.

Signature / date

CHECKPOINT 1

Day 9 · Skill-Fit Check

☐ I completed at least four of the six practice sessions.

☐ My device, storage or data cannot support this work at a realistic level.

☐ I dislike the work itself—not merely being inexperienced.

☐ My second-choice skill clearly fits my constraints better after real practice.

☐ I am willing to restart at Day 3 and add six sessions if I switch.

Switch only if items 1 and 5 are true, plus either item 2, or both items 3 and 4.

Decision: LOCK IN / SWITCH

Evidence for my decision

CHECKPOINT 2

Day 15 · Build-stage checkpoint

Which piece from Days 3–14 best shows what I can currently do, and what one fix would improve it most?

Which checklist weakness keeps appearing in my work?

Which client category fits both my sample work and the people or businesses I can realistically reach?

What one starter service can I describe without promising work beyond my current skill?

Who will I ask for the bounded Practice Project, what exactly will I deliver, and what permission or information do I need before I begin?

BUILD

Project 1 · Category Sample

Business/client type

4-line brief

Deliverable(s)

What “good enough to show” means for this project

Permission / labelling note

Deadline

Next action

BUILD

Project 2 · Spec Project

Business/client type

4-line brief

Deliverable(s)

What “good enough to show” means for this project

Permission / labelling note

Deadline

Next action

BUILD

Project 3 · Practice Project

Business/client type

4-line brief

Deliverable(s)

What “good enough to show” means for this project

Permission / labelling note

Deadline

Next action

PORTFOLIO

Case Study 1

Brief · What did the business/project need?

What I did · What decisions did I make?

Output · What did I actually create or organise?

What I would improve · What would I change with more information, time or skill?

PORTFOLIO

Case Study 2

Brief · What did the business/project need?

What I did · What decisions did I make?

Output · What did I actually create or organise?

What I would improve · What would I change with more information, time or skill?

PORTFOLIO

Case Study 3

Brief · What did the business/project need?

What I did · What decisions did I make?

Output · What did I actually create or organise?

What I would improve · What would I change with more information, time or skill?

CHECKPOINT 3

Day 22 · Portfolio checkpoint

Can a stranger open the link and understand what I do in five seconds?

Are all three projects clearly labelled as practice/spec/permission-based work?

Do names, prices, spelling, links and contact details look correct?

Does one project closely match the service I want to offer first?

What is the single biggest thing still weakening the portfolio?

My portfolio link

PACKAGE

Day 23 · Offer Builder

1 · One client type

2 · One recurring need

3 · One deliverable my portfolio proves

4 · Starter package contents + quantity

Turnaround

Revision rounds

What the client provides

What is excluded

5 · Offer sentence: I help [client type] with [deliverable] so they [practical benefit].

PRICE + SAFETY

Day 24 · Pricing worksheet

INPUT	MY NUMBER / NOTE
Estimated working time	
My realistic hourly floor	
Direct costs	
Revision/time buffer	
Comparable local-provider range	
My floor price	
My quoted price	
Deposit / part-payment terms	

If someone asks for my “last price”, what scope could I reduce instead?

CLIENT TEMPLATE

Simple quote template

Client

Project

Includes

Turnaround

Revision rounds

Price

Payment terms

Not included

File/source ownership

Quote valid until

CLIENT TEMPLATE

Simple invoice / receipt template

Invoice/receipt number

Client + contact

Project/description

Amount

Payment details

Payment status

Date issued

Date paid

DELIVER

Client brief form

What exactly needs to be created or handled?

Who is the audience/customer?

What is the desired action or business goal?

What must be included?

What must not be included?

What files/assets/information will the client provide?

What is the deadline?

Who approves the final work?

DELIVER

Day 29 · First-Job Kit

- ☐ Brief questions saved as a reusable note/form.
- ☐ Quote/invoice template saved.
- ☐ Progress-update message saved.
- ☐ Deadline-delay message saved.
- ☐ Revision-boundary messages saved.
- ☐ Handover message saved.
- ☐ Portfolio-permission request saved.
- ☐ Testimonial request saved.
- ☐ Referral request saved.
- ☐ I know what final files are included and what stays excluded.

My default progress-update message

My default handover message

CHECKPOINT 4

Day 30 · Scorecard

AREA	MY ANSWER
Skill	Did I complete the starter track that fits me?
Portfolio	Do I have three honest projects and one working link?
Offer	Can I explain one starter service, scope and price?
Outreach	How many researched prospects did I contact? How many replied?
Delivery readiness	Do I have brief, quote/invoice, safety checklist and handover messages ready?
Next priority	What one gap would make the biggest difference next cycle?

My numbers: prospects contacted / replies / follow-ups / positive conversations

BEYOND DAY 30

Choose one next-cycle plan

Skill-focus cycle

Spend most sessions practising the skill and rebuilding the weakest project.

My specific target

Portfolio-focus cycle

Build two stronger category-relevant projects and rewrite the case studies.

My specific target

Outreach-focus cycle

Research better prospects, personalise more carefully and track replies.

My specific target

Ready for deeper training? Only move to the next level when you still want to do the work, have portfolio evidence, have sent real outreach and can name the gap you want training to close.

☐ I finished my track and still want to do this work.

☐ I have three portfolio projects and one working link.

☐ I sent real outreach and know what feedback came back.

☐ I can name the specific gap I want deeper training to close.