

Soul Proprietor Daily Plan

TODAY'S DATE

☐ THIS IS THE MOST IMPORTANT THING I WILL DO TODAY:

OTHER THINGS TO DO TODAY:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

PERSONAL TO DO's/ERRANDS:

PERFORMANCE & IMPROVEMENT

What I will do today to improve my overall performance:

READING FOR TODAY:

- ☐ WORK
- _____
- ☐ WORK
- _____
- ☐ FUN
- _____

DIET & EXERCISE PLAN:

JOURNAL

WHAT I WANT TO REMEMBER ABOUT TODAY

MARKETING TO DO TODAY:

TODAY'S STUDY PLAN:

MANAGING EMAIL

- ☐ 8:30 AM – 9:30 AM
- ☐ Important emails flagged/moved?
- ☐ Flagged emails handled first?
- _____
- ☐ 1:30 PM – 2:00 PM
- ☐ Important emails flagged/moved?
- ☐ Flagged emails handled first?
- _____
- ☐ 4:00 PM – 4:30 PM
- ☐ Important emails flagged/moved?
- ☐ Flagged emails handled first?
- _____

APPOINTMENTS FOR TODAY:

- 7:00 AM
- _____
- 7:30 AM
- _____
- 8:00 AM
- _____
- 8:30 AM
- _____
- 9:00 AM
- _____
- 9:30 AM
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- 10:00 AM
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- 10:30 AM
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- 11:00 AM
- _____
- 11:30 AM
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- 12:00 NOON
- _____
- 12:30 PM
- _____
- 1:00 PM
- _____
- 1:30 PM
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- 2:00 PM
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- 2:30 PM
- _____
- 3:00 PM
- _____
- 3:30 PM
- _____
- 4:00 PM
- _____
- 4:30 PM
- _____
- 5:00 PM
- _____
- 5:30 PM
- _____

CALLS TO MAKE:

DELEGATE TO VA/OTHERS:

TODAY, I'M GRATEFUL FOR:
