

# 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:

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## PERFORMANCE & IMPROVEMENT

What I will do today to improve my overall performance:

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## READING FOR TODAY:

- ☐ WORK \_\_\_\_\_
- ☐ WORK \_\_\_\_\_
- ☐ FUN \_\_\_\_\_

## DIET & EXERCISE PLAN:

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## JOURNAL

WHAT I WANT TO REMEMBER ABOUT TODAY

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## MARKETING TO DO TODAY:

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## TODAY'S STUDY PLAN:

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## 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 \_\_\_\_\_
- 10:00 AM \_\_\_\_\_
- 10:30 AM \_\_\_\_\_
- 11:00 AM \_\_\_\_\_
- 11:30 AM \_\_\_\_\_
- 12:00 NOON \_\_\_\_\_
- 12:30 PM \_\_\_\_\_
- 1:00 PM \_\_\_\_\_
- 1:30 PM \_\_\_\_\_
- 2:00 PM \_\_\_\_\_
- 2:30 PM \_\_\_\_\_
- 3:00 PM \_\_\_\_\_
- 3:30 PM \_\_\_\_\_
- 4:00 PM \_\_\_\_\_
- 4:30 PM \_\_\_\_\_
- 5:00 PM \_\_\_\_\_
- 5:30 PM \_\_\_\_\_

## CALLS TO MAKE:

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## DELEGATE TO VA/OTHERS:

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## TODAY, I'M GRATEFUL FOR:

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