

# 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:

---

---

## 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

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:

---

---

## DELEGATE TO VA/OTHERS:

---

---

## TODAY, I'M GRATEFUL FOR:

---

---

## JOURNAL

WHAT I WANT TO REMEMBER ABOUT TODAY

---

---

---

---

---

---