

# 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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