

ASST Daily Monitoring Checklist

Professional Portfolio Management Protocol

MARKET OPENING ROUTINE (9:15-9:30 AM)

- ☐ Check ASST pre-market price and overnight news
- ☐ Review assignment notifications and exercise alerts
- ☐ Assess IV environment changes (target: maintain 300%+ IV)
- ☐ Verify available capital for potential assignments
- ☐ Check margin requirements and buying power

POSITION MONITORING (9:30 AM - 4:00 PM)

- ☐ **Assignment Probability Tracking:**
 - ☐ \$5.00 puts: Monitor ITM status and assignment signals
 - ☐ \$4.00 puts: Track probability changes throughout day
 - ☐ \$3.00 puts: Monitor premium decay vs assignment risk
 - ☐ \$2.50 puts: Track highest probability assignments
 - ☐ \$2.00 puts: Monitor OTM premium collection
- ☐ **Premium Collection Optimization:**
 - ☐ Identify new put selling opportunities at optimal strikes
 - ☐ Monitor bid-ask spreads for execution efficiency
 - ☐ Track premium collection vs monthly targets
 - ☐ Assess early assignment signals from high dividend events
- ☐ **Call Hedge Performance:**
 - ☐ Monitor hedge effectiveness across \$5-\$15 strike ladder
 - ☐ Track hedge value relative to share accumulation growth
 - ☐ Assess profit-taking opportunities on strong moves
 - ☐ Rebalance hedge allocation if necessary

RISK MANAGEMENT CHECKS

- ☐ **Portfolio Concentration:**
 - ☐ Verify ASST allocation remains within risk tolerance (100% accepted)
 - ☐ Monitor total position size vs available capital

- ☐ Check margin utilization and requirements
- ☐ **Greeks Monitoring:**
 - ☐ Delta: Track directional exposure and neutrality needs
 - ☐ Gamma: Monitor acceleration risk on large moves
 - ☐ Theta: Assess daily time decay benefits
 - ☐ Vega: Track IV changes and volatility risk
- ☐ **Assignment Preparation:**
 - ☐ Verify adequate cash reserves for potential assignments
 - ☐ Prepare welcome protocols for profitable assignments
 - ☐ Update cost basis calculations for tax tracking
 - ☐ Document assignment scenarios for record keeping

MARKET CLOSE ROUTINE (4:00-4:15 PM)

- ☐ Review daily P&L and attribution (premium, assignment, hedge)
- ☐ Update position tracking spreadsheets and cost basis records
- ☐ Plan next day opportunities based on price action
- ☐ Document any position changes or adjustments made
- ☐ Set alerts for overnight assignment notifications

WEEKLY SUMMARY (FRIDAYS)

- ☐ Calculate weekly premium collection vs targets
- ☐ Analyze assignment rate and share accumulation progress
- ☐ Review hedge performance and rebalancing needs
- ☐ Update 6-month projection models with actual results
- ☐ Plan weekend analysis and strategy optimization