Professional Operations Checklist

Signal Pilot Education Hub

Professional Trading Operations Checklist

From Lesson 27: Professional Operations

Use this checklist to establish pre-market routines, trading workflows, and post-market reviews.

🌅 Phase 1: Pre-Market Routine (30-60 min)

Step 1: Macro Context (5 min)

- [ ] **Check overnight news:**
- Earnings reports: _____
- Fed announcements: _____
- Geopolitical events: _____

- [ ] **Futures direction:**

- ES (S&P 500): +/- ____% (trend: Up / Down / Flat)

- NQ (Nasdaq): +/- ____% (trend: Up / Down / Flat)

- YM (Dow): +/- ____% (trend: Up / Down / Flat)

- [ ] **VIX level:** __

- < 15: Calm market (normal volatility)

- 20-30: Elevated (caution)

-

  > 30: Panic (extreme volatility, reduce size)

- [ ] **Economic calendar:**

- Events today: _____

- High impact events? Yes / No (avoid trading 10 min before/after)

Step 2: HTF Analysis - Daily Chart (10 min)

- [ ] **Trend:** Uptrend / Downtrend / Range

- Price vs. 50 EMA: Above / Below

- Price vs. 200 EMA: Above / Below

- [ ] **Volume Oracle regime:** Trending / Ranging / Volatile

- [ ] **Major levels marked:**

- Support: $__

- Resistance: $__

- Plutus POC: $__

- [ ] **HTF bias:** Long / Short / Neutral

Rationale: _____

Step 3: MTF Structure - 4H/1H Chart (10 min)

- [ ] **Swing highs/lows identified:**
- Recent swing high: $__
- Recent swing low: $__
- [ ] **Janus Atlas sweep zones marked:**
- Potential long entry zone: $_ - $_
- Potential short entry zone: $_ - $_
- [ ] **Order flow analysis:**
- Recent absorption / exhaustion?
- Plutus CVD: Positive / Negative / Neutral

Step 4: Watchlist Prep (10 min)

Focus on 3-5 instruments max (quality > quantity):

Asset	HTF Bias	Key Support	Key Resistance	Expected Range
1. __	Long/ Short	$__	$__	$_ - $_
2. __	Long/ Short	$__	$__	$_ - $_
3. __	Long/ Short	$__	$__	$_ - $_

- [ ] **Alerts set:**
- Price approaching entry zones? ✓
- Janus sweep alerts enabled? ✓

Step 5: Risk Parameters (5 min)

- [ ] **Current equity:** $__
- [ ] **Peak equity:** $__
- [ ] **Drawdown:** ____% (if > 15%, reduce size)
- [ ] **Max risk per trade today:** ____% (1-2%)
- [ ] **Max total portfolio heat:** 6-8%
- [ ] **Max trades today:** 3-5 (quality > quantity)
- [ ] **Max daily loss:** 3% = $__ (if hit, STOP)

Pre-market prep complete by: __ (target: 9:20 AM ET)

📈 Phase 2: Trading Session (Market Hours)

Time Block 1: 9:30-10:30 AM (Avoid or Scalp Only)

- [ ] **Action:** Watch only (identify regime shift)
- [ ] **Exception:** Scalp only if experienced (tight stops, small size)
- [ ] **Regime identified:** Trending / Ranging / Volatile

Notes:

Time Block 2: 10:30 AM-12:00 PM (Prime Trading Window)

Pre-entry checklist (USE THIS EVERY TIME):
- [ ] HTF aligned? ✓

- [ ] Janus sweep or structure setup? ✓
- [ ] Order flow confirmation (Plutus, footprint)? ✓
- [ ] Volume Oracle regime = Trending? ✓
- [ ] Risk < 2%? ✓
- [ ] Portfolio heat < 8% after entry? ✓
- [ ] Emotional state = CALM? ✓

If all ✓ → EXECUTE

Trades taken:
1. _ at _ (R: **_R, Result: _)**
2. **__ at __ (R:** __R, Result: __)

Time Block 3: 12:00-2:00 PM (Lunch Lull)

- [ ] **Action:** Manage open positions only, avoid new entries
- [ ] **Exception:** Swing trades (unaffected by intraday noise)

Notes:

Time Block 4: 2:00-4:00 PM (Afternoon Session)

- [ ] **Regime unchanged?** Yes / No
- [ ] **If Yes:** Execute setups (same checklist as 10:30-12:00)
- [ ] **If No:** Manage positions only

Caution:
- [ ] Watch for EOD manipulation (power hour 3-4 PM)
- [ ] Tighten stops on open positions near close

🔍 In-Trade Management Checklist

After entry:

- [ ] Stop loss order placed immediately? ✓

- [ ] Target order(s) placed? ✓

- [ ] Journal entry started (setup, entry price)? ✓

- [ ] Check-in timer set (30 min / 1 hour)? ✓

During trade:

- [ ] Resist checking every 30 seconds (trust your plan)

- [ ] Do NOT move stop wider (accept loss if triggered)

- [ ] If hitting target early → Trail stop, lock profit

- [ ] If stalling near entry for > __ candles → Consider time-based exit

Managing emotions:

- [ ] Feeling anxious? Step away for 5 minutes

- [ ] Feeling FOMO for another trade? Review pre-entry checklist first

- [ ] Feeling urge to move stop? CLOSE THE PLATFORM, walk away

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🌆 Phase 3: Post-Market Review (15-30 min)

Step 1: Journal All Trades (5 min/trade)

For each trade:

- [ ] Setup type, entry/exit, P&L logged

- [ ] Emotional state documented

- [ ] Mistakes identified

- [ ] Lesson learned written down

Step 2: Performance Review (10 min)

- [ ] **Today's win rate:** ____% (wins/total trades)

- [ ] **Today's avg R:** ____R

- [ ] **Today's net P&L:** $__ (____%)

- [ ] **Best trade:** $__ (why it worked: ____)

- [ ] **Worst trade:** -$__ (what went wrong: ____)

- [ ] **Repeated mistakes:** _____

Step 3: Tomorrow's Prep (10 min)

- [ ] **Key levels for tomorrow:**

- Support: $__

- Resistance: $__

- POC: $__

- [ ] **Regime shift signals to watch:**

-

- [ ] **Watchlist updates:**

- Add: __

- Remove: __

Post-market review complete by: __ (target: 4:30 PM ET)

🚨 Operational Failure Prevention

Common Failures Checklist

Did I avoid these today?

- [ ] No pre-market prep (woke up at 9:35 AM) ✗

- [ ] No hard stop loss (used "mental stop") ✗

- [ ] Overtrading (> 5 trades without clear edge) ✗

- [ ] No post-trade review (forgot to journal) ✗
- [ ] Trading through drawdown (should have stopped at 15% DD) ✗

If ANY checked: Review protocols, recommit to process tomorrow

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📅 Weekly Operations Routine (Sunday Evening, 60 min)

Weekly Review

- [ ] **Total trades this week: __**
- [ ] **Win rate: ____%**
- [ ] **Avg R: ____R**
- [ ] **Net P&L:** $__ (____%)

Mistake Analysis

What mistakes repeated this week?
1. _____
2. _____

Pattern spotted? (e.g., "Always lose on Fridays," "Impatient entries")

Trading Plan Update

- [ ] **One new rule to add:**

- [ ] **One rule to remove/modify:**

Week Ahead Prep

- [ ] **Major economic events next week:**
- Monday: ____
- Wednesday: ____
- Friday: ____
- [ ] **Watchlist refresh:**
- Focus on: _____
- Avoid: _____

📊 Monthly Operations (2-3 hours, End of Month)

Performance Report

- [ ] **Total trades:** __
- [ ] **Win rate:** ____%
- [ ] **Avg R:** ____R
- [ ] **Profit factor:** ____ (gross wins / gross losses)
- [ ] **Net P&L:** $__ (____%)
- [ ] **Max drawdown:** ____%

Deep Dive Analysis

- [ ] **Export journal to spreadsheet**
- [ ] **Pivot table by setup type** (which setups profitable?)
- [ ] **Pivot table by time of day** (best hours?)
- [ ] **Pivot table by regime** (trending vs. ranging?)

Top insights:

1. _____

2. _____

Strategy Audit

- [ ] **Is my edge still working?** Yes / No

- If No: What changed? ____

- [ ] **Has regime changed?** Yes / No

- If Yes: Adjust strategy for new regime

Goal Adjustment

Next month targets:

- [ ] Process goal: _____
- **[ ] Win rate target:** __%
- [ ] Avg R target: _R
- **[ ] Max DD limit:** _%

System Maintenance

- [ ] **Update indicators** (if needed)

- [ ] **Test new tools** (automation, alerts)

- [ ] **Review checklist effectiveness** (what's working, what's not)

🎯 Emergency Circuit Breakers

STOP TRADING immediately if:

- [ ] Daily loss > 3% ($_)
- [ ] Weekly loss > 5% ($_)
- [ ] Drawdown > 20% (___%)

- [ ] Feeling FOMO, revenge, or tilt (emotional state not calm)
- [ ] 3 consecutive losing trades (take break, review)

When triggered:

1. Close all positions
2. Close trading platform
3. Walk away for minimum 30 minutes (or rest of day)
4. Review journal before resuming
5. Identify what went wrong
6. Only resume when calm and plan is adjusted

✅ Daily Operations Scorecard

Rate yourself daily (1-5, 5 = excellent):
- [ ] Pre-market prep completed: _/**5**
- **[ ] Only traded during prime hours:** /5
- [ ] Followed pre-entry checklist: _/**5**
- **[ ] Stop discipline (didn't move wider):** /5
- [ ] Emotional control (stayed calm): _/**5**
- **[ ] Journaled all trades:** _/5
- [ ] Post-market review completed: ____/5

Total score: ____/35

Target: 28+ daily (80%)

Remember:
- ✅ Pre-market routine: 30-60 min (HTF, bias, levels)
- ✅ Prime trading: 10:30 AM-12 PM (avoid open/lunch)
- ✅ Pre-entry checklist EVERY TIME (7 items minimum)
- ✅ Post-market review: 15-30 min (journal, plan tomorrow)
- ✅ Weekly review: Spot patterns, update plan
- ✅ Circuit breakers: Daily -3%, Weekly -5%, DD > 20% = STOP

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