

Build with The4To1Method™

## Notes

# To-Do List

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# Not-To-Do Projects

# 4-Year Plan

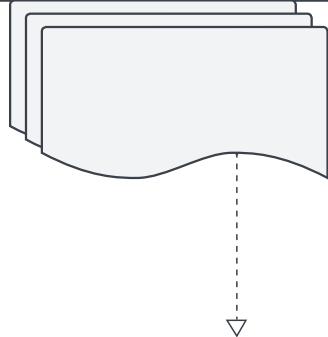
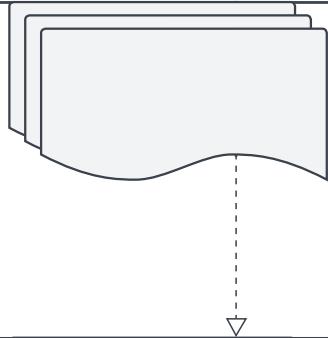
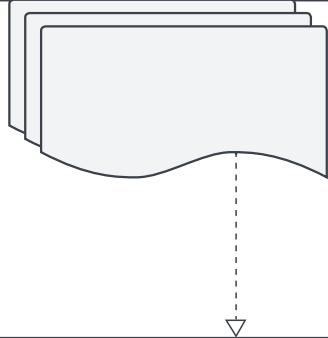
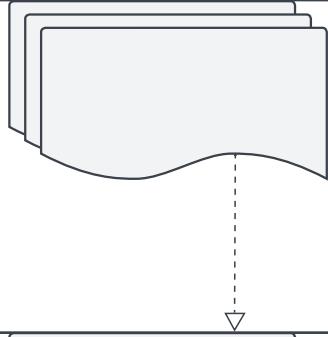
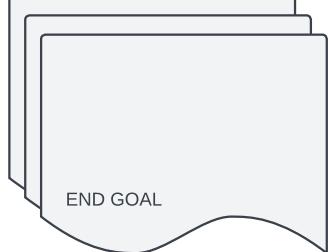
# PROJECT :

4 YEAR PLAN - OUTLINE	
MONTH PLANNED	
5-STEP PROCESS	<p>END GOAL</p> <p>1. SET CLEAR GOALS; 2. IDENTIFY PROBLEMS OBSTRUCTING YOUR GOALS; 3. FIND ROOT CAUSES OF THE PROBLEMS; 4. CREATE SOLUTIONS TO THE ROOT CAUSES; 5. TAKE ACTION TO IMPLEMENT THE SOLUTIONS.</p>

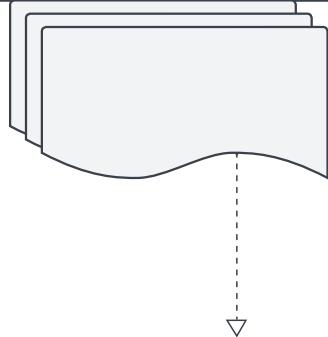
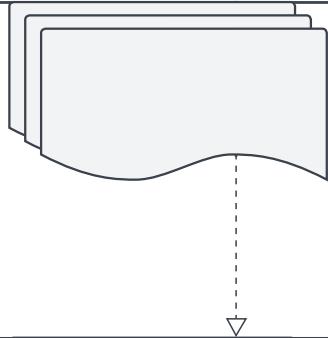
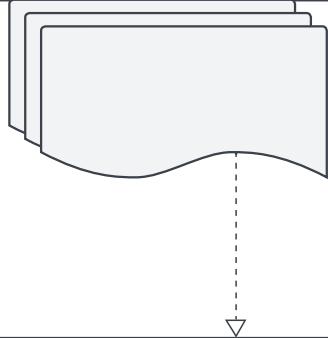
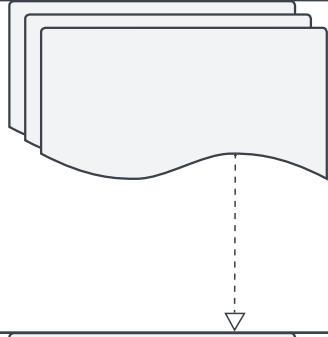
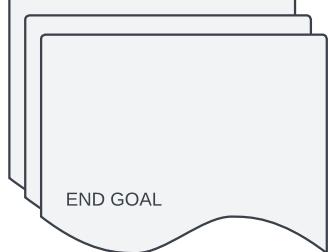
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# 3-Month Log

## 3-Month Log (Gantt Chart)

PROJECT	SUB-PROJECT	TASK	NOTE
1			1
2			2
3			3
4			4
5			5
6			6
7			7
8			8
9			9
10			10
11			11
12			12
13			13
14			14
15			15
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17			17
18			18
19			19
20			20
21			21
22			22
23			23
24			24
25			25
26			26
27			27
28			28
29			29
30			30
31			31
32			32
33			33

**5-STEP PROCESS** 1. SET CLEAR GOALS; 2. IDENTIFY PROBLEMS OBSTRUCTING YOUR GOALS; 3. FIND ROOT CAUSES OF THE PROBLEMS; 4. CREATE SOLUTIONS TO THE ROOT CAUSES; 5. TAKE ACTION TO IMPLEMENT THE SOLUTIONS.

Month 1					Month 2					Month 3				
	W1	W2	W3	W4		W1	W2	W3	W4		W1	W2	W3	W4
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# 1 Day in a Week

1. SET CLEAR GOALS;
2. IDENTIFY PROBLEMS obstructing your goals;
3. FIND ROOT CAUSES of the problems;
4. CREATE SOLUTIONS to the root causes;
5. TAKE ACTION to implement the solutions.

### 5-STEP PROCESS

## **PROJECT**

TASK

Noticeable Events

Day of Week 1/ 2/ 3/

Completion

Check Box

TASK

<input type="checkbox"/>	No.	•	No.	•	No.	•
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TASK

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## **PROJECT**

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