

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

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

TASK

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PROJECT

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PROJECT

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PROJECT

TASK

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NOTES

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