

4To1

Planner



Notes

TO-DO

LIST

NOT-TO-DO PROJECTS

4-YEAR PLAN

4
YEAR
PLAN

OUTLINE

MONTH PLANNED

DALIO'S
5-STEP
PROCESS

1. HAVE CLEAR GOALS. 2. IDENTIFY AND DON'T TOLERATE THE PROBLEM THAT STAND IN THE WAY OF YOUR ACHIEVING THOSE GOALS. 3. ACCURATELY DIAGNOSE THE PROBLEMS TO GET AT THEIR ROOT CAUSES. 4. DESIGN PLANS THAT WILL GET YOU AROUND THEM. 5. DO WHAT'S NECESSARY TO PUSH THESE DESIGNS THROUGH TO RESULTS.

4
YEAR
PLAN

OUTLINE

MONTH PLANNED

DALIO'S
5-STEP
PROCESS

1. HAVE CLEAR GOALS. 2. IDENTIFY AND DON'T TOLERATE THE PROBLEM THAT STAND IN THE WAY OF YOUR ACHIEVING THOSE GOALS. 3. ACCURATELY DIAGNOSE THE PROBLEMS TO GET AT THEIR ROOT CAUSES. 4. DESIGN PLANS THAT WILL GET YOU AROUND THEM. 5. DO WHAT'S NECESSARY TO PUSH THESE DESIGNS THROUGH TO RESULTS.

4
YEAR
PLAN

OUTLINE

MONTH PLANNED

DALIO'S
5-STEP
PROCESS

1. HAVE CLEAR GOALS. 2. IDENTIFY AND DON'T TOLERATE THE PROBLEM THAT STAND IN THE WAY OF YOUR ACHIEVING THOSE GOALS. 3. ACCURATELY DIAGNOSE THE PROBLEMS TO GET AT THEIR ROOT CAUSES. 4. DESIGN PLANS THAT WILL GET YOU AROUND THEM. 5. DO WHAT'S NECESSARY TO PUSH THESE DESIGNS THROUGH TO RESULTS.

4
YEAR
PLAN

OUTLINE

MONTH PLANNED

DALIO'S
5-STEP
PROCESS

1. HAVE CLEAR GOALS. 2. IDENTIFY AND DON'T TOLERATE THE PROBLEM THAT STAND IN THE WAY OF YOUR ACHIEVING THOSE GOALS. 3. ACCURATELY DIAGNOSE THE PROBLEMS TO GET AT THEIR ROOT CAUSES. 4. DESIGN PLANS THAT WILL GET YOU AROUND THEM. 5. DO WHAT'S NECESSARY TO PUSH THESE DESIGNS THROUGH TO RESULTS.

4
YEAR
PLAN

OUTLINE

MONTH PLANNED

DALIO'S
5-STEP
PROCESS

1. HAVE CLEAR GOALS. 2. IDENTIFY AND DON'T TOLERATE THE PROBLEM THAT STAND IN THE WAY OF YOUR ACHIEVING THOSE GOALS. 3. ACCURATELY DIAGNOSE THE PROBLEMS TO GET AT THEIR ROOT CAUSES. 4. DESIGN PLANS THAT WILL GET YOU AROUND THEM. 5. DO WHAT'S NECESSARY TO PUSH THESE DESIGNS THROUGH TO RESULTS.

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
16			16
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

DALIO'S
5-STEP
PROCESS

1. HAVE CLEAR GOALS. 2. IDENTIFY AND DON'T TOLERATE THE PROBLEM THAT STAND IN THE WAY OF YOUR ACHIEVING THOSE GOALS. 3. ACCURATELY DIAGNOSE THE PROBLEMS TO GET AT THEIR ROOT CAUSES. 4. DESIGN PLANS THAT WILL GET YOU AROUND THEM. 5. DO WHAT'S NECESSARY TO PUSH THESE DESIGNS THROUGH TO RESULTS.

	Month 1				Month 2				Month 3			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												

1 Day in a Week

1. Have clear goals.
2. Identify and don't tolerate the problem that stand in the way of your achieving those goals.
3. Accurately diagnose the problems to get at their root causes.
4. Design plans that will get you around them.
5. Do what's necessary to push these designs through the results.

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

Noticeable
Events

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

TASK

No. *

No. *

No. *

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

NOTES

Noticeable
Events

4

5

6

7

Week No.

No.



No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No. ●	No. ●	No. ●	No. ●	Week No.	
15%	30%	45%	60%	75%	90% 100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No. ●	No. ●	No. ●	No. ●	Week No.	
15%	30%	45%	60%	75%	90% 100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No. ●	No. ●	No. ●	No. ●	Week No.	
15%	30%	45%	60%	75%	90% 100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No. ●	No. ●	No. ●	No. ●	Week No.	
15%	30%	45%	60%	75%	90% 100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No. ●	Week No.					
15%	30%	45%	60%	75%	90%	100%

NOTES

1. Have clear goals.
2. Identify and don't tolerate the problem that stand in the way of your achieving those goals.
3. Accurately diagnose the problems to get at their root causes.
4. Design plans that will get you around them.
5. Do what's necessary to push these designs through the results.

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

Noticeable
Events

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

TASK

No. *

No. *

No. *

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

NOTES

Noticeable
Events

4

5

6

7

Week No.

No.



No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No. ●	No. ●	No. ●	No. ●	Week No.	
15%	30%	45%	60%	75%	90% 100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No. ●	No. ●	No. ●	No. ●	Week No.	
15%	30%	45%	60%	75%	90% 100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No. ●	No. ●	No. ●	No. ●	Week No.	
15%	30%	45%	60%	75%	90% 100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No. ●	No. ●	No. ●	No. ●	Week No.	
15%	30%	45%	60%	75%	90% 100%

No. ●	No. ●	No. ●	No. ●	Week No.	
15%	30%	45%	60%	75%	90% 100%

NOTES

1. Have clear goals.
2. Identify and don't tolerate the problem that stand in the way of your achieving those goals.
3. Accurately diagnose the problems to get at their root causes.
4. Design plans that will get you around them.
5. Do what's necessary to push these designs through the results.

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

Noticeable
Events

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

TASK

No. *

No. *

No. *

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

NOTES

Noticeable
Events

4

5

6

7

Week No.

No.



No.



15% |

30% |

No.



45% |

60% |

No.



75% |

90% |

No.



100%

No.	●	No.	●	No.	●	Week No.
15%	30%	45%	60%	75%	90%	100%

No.



15% |

30% |

No.



45% |

60% |

No.



75% |

90% |

No.



100%

No.	●	No.	●	No.	●	Week No.
15%	30%	45%	60%	75%	90%	100%

No.



15% |

30% |

No.



45% |

60% |

No.



75% |

90% |

No.



100%

No.	●	No.	●	No.	●	Week No.
15%	30%	45%	60%	75%	90%	100%

No.



15% |

30% |

No.



45% |

60% |

No.



75% |

90% |

No.



100%

No.	●	No.	●	No.	●	No.	●	Week No.
15%	30%	45%	60%	75%	90%	100%		

NOTES

1. Have clear goals.
2. Identify and don't tolerate the problem that stand in the way of your achieving those goals.
3. Accurately diagnose the problems to get at their root causes.
4. Design plans that will get you around them.
5. Do what's necessary to push these designs through the results.

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

Noticeable
Events

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

TASK

No. *

No. *

No. *

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

PROJECT : [REDACTED]

TASK

No. *

No. *

No. *

NOTES

Noticeable
Events

4

5

6

7

Week No.

No.



No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

No.



15%

30%

No.



45%

60%

No.



75%

90%

No.



100%

NOTES