

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

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
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														