## S C H E D U L E B O O K

#### Optimization Suggestions 日程优化建议

# TO-DO PROJECTS

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## A V O I D - A T - A L L - C O S T PROJECTS

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## MONTHLY LOG

#### **Monthly Log**

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#### 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.

Noticeable Event / ddl

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# WEEKLY TRACKING SHEET

Have clear goals.     Identify and don't tolerate the problem that the way of your achieving those goals.				
<ol> <li>Accurately diagnose the problems to get at a root causes.</li> <li>Design plans that will get you around them 5. Do what's necessary to push these designs the results.</li> </ol>	Events			
DALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
ELLIO O STOTEL TROCESS	DITI OF WEEK	<u> </u>		<u> </u>
PROJECT :				
TASK		No. 0	No. 0	No. 0
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TASK		MIN/Day	MIN/Day	MIN/Day
L		No. 0	No. 0	No. 0
TASK		MIN/Day	MIN/Day	MIN/Day
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TASK		No. 0	No.	No.
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TASK		No. 0	No. 0	No. 0
IASK		MIN/Day	MIN/Day	MIN/Day
PROJECT :				
TASK		No. 0	No.	No. 0
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TACK		No. 0	No. 0	No. 0
TASK		MIN/Day	MIN/Day	MIN/Day
TASK		No. 0	No. 0	No. 0
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				Noticeable Events
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			Week No.	
No. 0	No. 0	No. 0	No. 0	
MIN/Day.	MIN/Day	MIN/Day	MIN/Day	Total Spent
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15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% ) MIN/Day	) Total Spent
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MIN/Day.	MIN/Day	MIN/Day	MIN/Day	Total Spent
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PROJECT :				
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PROJECT :				
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				Noticeable Events
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