

# SCHEDULE BOOK

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# Optimization Suggestions

## 日程优化建议

# TO-DO PROJECTS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

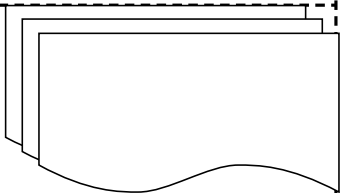
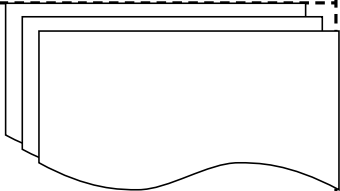
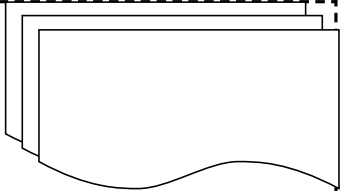
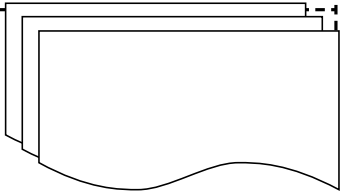
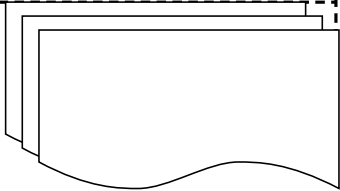
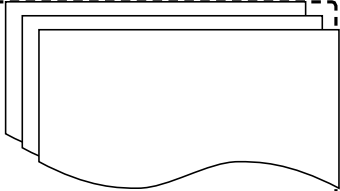
4. \_\_\_\_\_

5. \_\_\_\_\_

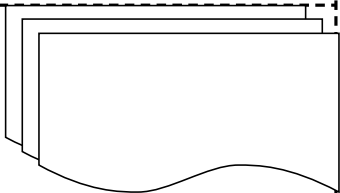
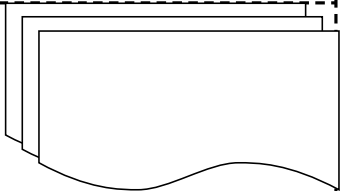
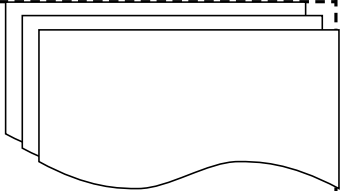
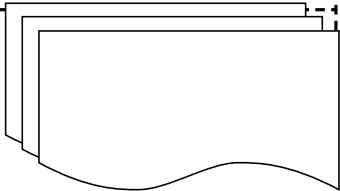
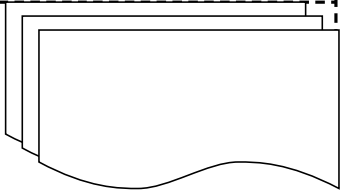
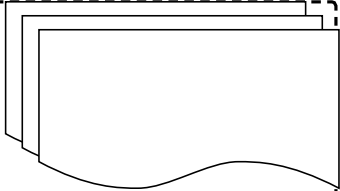
6. \_\_\_\_\_



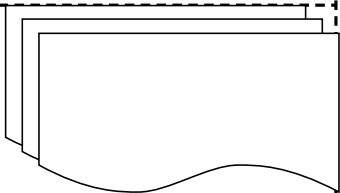
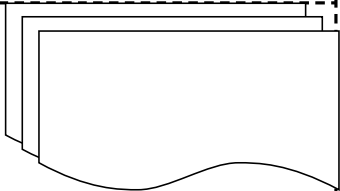
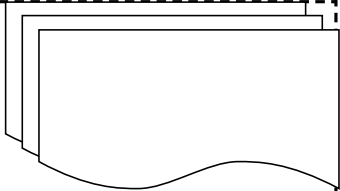
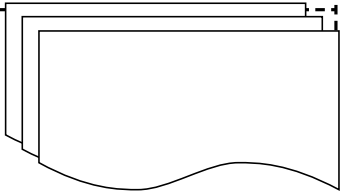
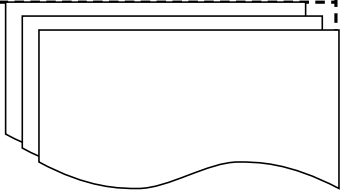
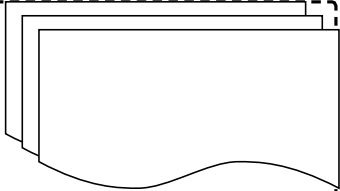
MONTH PLANNED



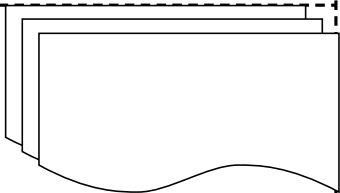
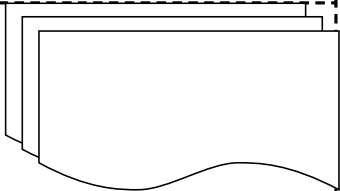
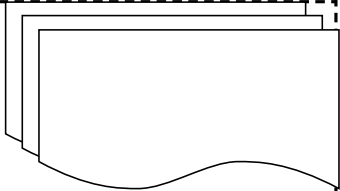
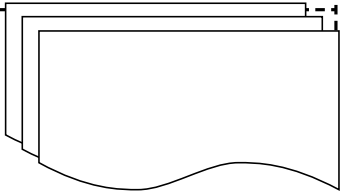
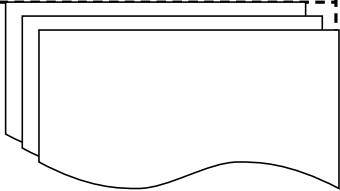
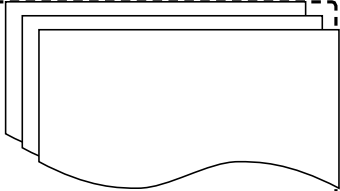
MONTH PLANNED



MONTH PLANNED



MONTH PLANNED





# **MONTHLY LOG**



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

	Week 5	30	31
		28	29
		26	27
	Week 4	24	25
		22	23
		20	21
	Week 3	18	19
		16	17
		14	15
	Week 2	12	13
		10	11
		08	09
		06	07
	Week 1	04	05
		02	03
		01	



**WEEKLY  
TRACKING  
SHEET**

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.

Noticeable  
Events

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

PROJECT :

	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

PROJECT :

	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

PROJECT :

	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

PROJECT :

	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

PROJECT :

	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>	No. <input type="text"/>	<input type="radio"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

NOTES

				Noticeable Events
4	5	6	7	

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	<input type="checkbox"/>
MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	<input type="checkbox"/>
MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	
MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	
MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	
MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	
MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	<input type="checkbox"/>
MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	<input type="checkbox"/>
MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

NOTES

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Noticeable

Events

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day	____	MIN/Day.	____	MIN/Day	____

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day	____	MIN/Day.	____	MIN/Day	____

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day	____	MIN/Day.	____	MIN/Day	____

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day	____	MIN/Day.	____	MIN/Day	____

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day	____	MIN/Day.	____	MIN/Day	____

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day	____	MIN/Day.	____	MIN/Day	____

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day	____	MIN/Day.	____	MIN/Day	____

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day	____	MIN/Day.	____	MIN/Day	____

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day	____	MIN/Day.	____	MIN/Day	____

NOTES



				Noticeable Events
4	5	6	7	

<b>Week No.</b>				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60%   75%	90%   100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	<input type="checkbox"/>
15%	30%	45%	60%   75%	90%   100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	<input type="checkbox"/>
15%	30%	45%	60%   75%	90%   100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

<b>Week No.</b>				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60%   75%	90%   100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

<b>Week No.</b>				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60%   75%	90%   100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

<b>Week No.</b>				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60%   75%	90%   100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

<b>Week No.</b>				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60%   75%	90%   100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
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No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	<input type="checkbox"/>
15%	30%	45%	60%   75%	90%   100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	<input type="checkbox"/>
15%	30%	45%	60%   75%	90%   100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

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Noticeable

Events

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

NOTES

				Noticeable Events
4	5	6	7	

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
No. <div>15%  </div>	No. <div>30%  </div>	No. <div>45%  </div>	No. <div>60%  </div>	No. <div>75%  </div>	No. <div>90%  </div>	No. <div>100%  </div>	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

<b>Week No.</b> <div></div>				<input type="checkbox"/>			
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MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	MIN/Day ____	Total Spent _____

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.

Noticeable

Events

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

PROJECT :

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>	No. <input type="text"/>	<input type="text"/>
TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

PROJECT :

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TASK	MIN/Day <input type="text"/>		MIN/Day. <input type="text"/>		MIN/Day <input type="text"/>	

NOTES

				Noticeable Events
4	5	6	7	

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