

# SCHEDULE BOOK

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# Optimization Suggestions

## 日程优化建议

# TO-DO PROJECTS

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

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

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

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

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

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



*Year* \_\_\_\_\_ *Month* \_\_\_\_\_

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				

Year \_\_\_\_\_ Month \_\_\_\_\_

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Year* \_\_\_\_\_ *Month* \_\_\_\_\_

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22	23	24	25	26	27	28
29	30	31				

Year \_\_\_\_\_ Month \_\_\_\_\_

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22	23	24	25	26	27	28
29	30	31				



*Year* \_\_\_\_\_ *Month* \_\_\_\_\_

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22	23	24	25	26	27	28
29	30	31				

Year

Month

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				

Year \_\_\_\_\_ Month \_\_\_\_\_

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				

*Year* \_\_\_\_\_ *Month* \_\_\_\_\_

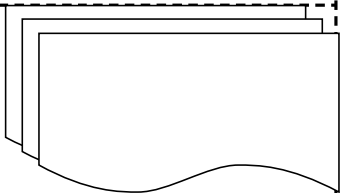
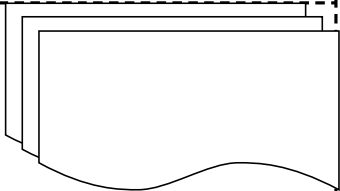
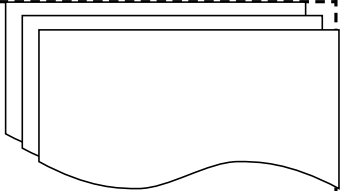
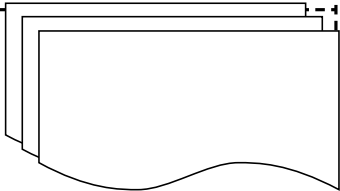
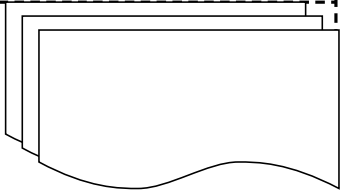
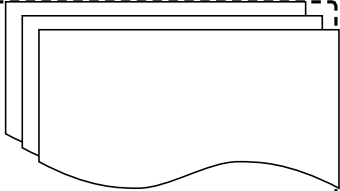
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Year \_\_\_\_\_ Month \_\_\_\_\_

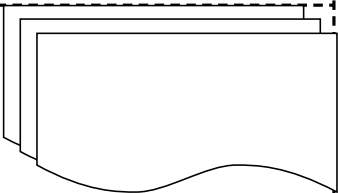
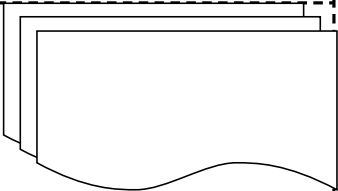
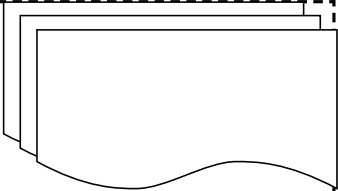
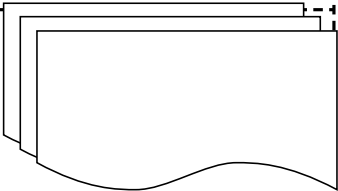
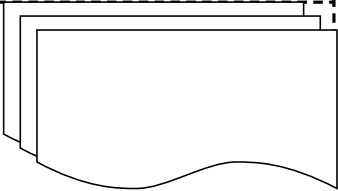
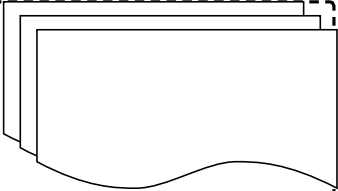
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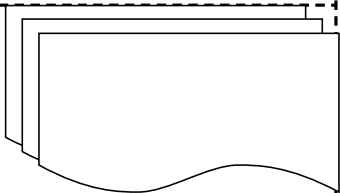
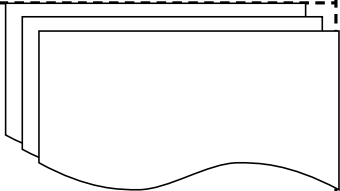
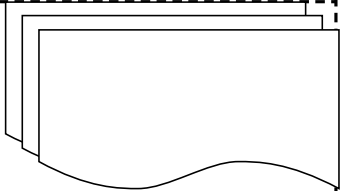
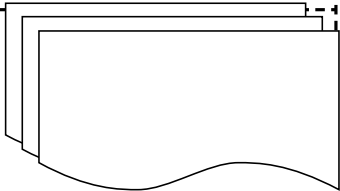
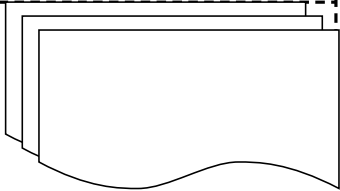
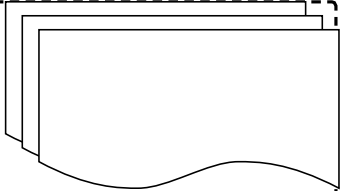
MONTH PLANNED



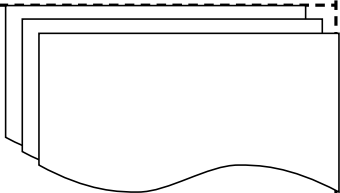
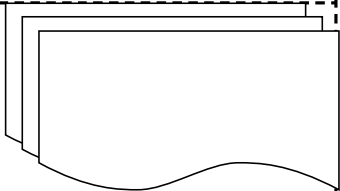
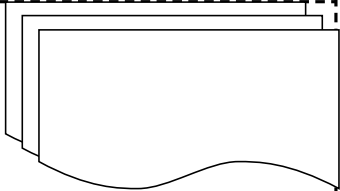
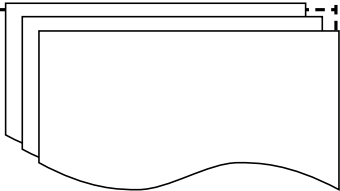
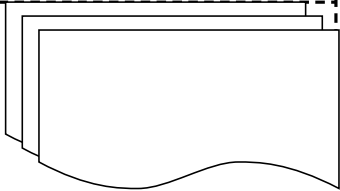
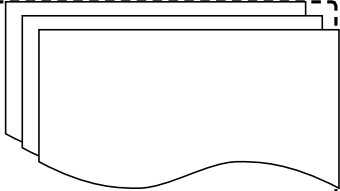
MONTH PLANNED



MONTH PLANNED



MONTH PLANNED



# **MONTHLY LOG**

# Monthly 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
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16					16
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23					23
24					24
25					25
26					26
27					27
28					28
29					29
30					30
31					31
32					32
33					33

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.

	WEEK 1						WEEK 2							WEEK 3							WEEK 4							WEEK 5							
	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				
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**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. ●	No. ●	No. ●
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

NOTES

				Noticeable Events
4	5	6	7	

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

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

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

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

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

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

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

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

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

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Noticeable

Events

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

PROJECT :

	No. ●	No. ●	No. ●
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

NOTES

Timeline diagram showing the sequence of events for the 2008 Beijing Olympics. The timeline is divided into four segments labeled 4, 5, 6, and 7. Segment 4 is shaded gray and contains the text "Noticeable Events". Segment 5 is white. Segment 6 is shaded gray. Segment 7 is white. The timeline starts at the beginning of segment 4 and ends at the end of segment 7.

Week No. <span></span>				
<div> <div>No. <span></span></div> <div>15%   30%   45%   60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>30%   45%   60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div><span></span></div> <div>Total Spent</div> <div><span></span></div> </div>
<div> <div>No. <span></span></div> <div>15%   30%   45%   60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>30%   45%   60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div><span></span></div> <div>Total Spent</div> <div><span></span></div> </div>
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Noticeable

Events

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

PROJECT :

	No. ●	No. ●	No. ●
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

NOTES

Week No. <span></span>				
<div> <div>No. <span></span></div> <div>15%   30%   45%   60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>30%   45%   60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div><span></span></div> <div>Total Spent</div> <div><span></span></div> </div>
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<div> <div>No. <span></span></div> <div>15%   30%   45%   60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>30%   45%   60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>60%   75%   90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div>No. <span></span></div> <div>90%   100%</div> <div>MIN/Day. <span></span></div> </div>	<div> <div><span></span></div> <div>Total Spent</div> <div><span></span></div> </div>

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Noticeable

Events

DALIO'S 5-STEP PROCESS

DAY of WEEK

1

2

3

PROJECT :

	No. ●	No. ●	No. ●
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

TASK	No. ●	No. ●	No. ●
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PROJECT :

TASK	No. ●	No. ●	No. ●
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PROJECT :

TASK	No. ●	No. ●	No. ●
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	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

TASK	No. ●	No. ●	No. ●
	MIN/Day ____	MIN/Day. ____	MIN/Day ____

NOTES



				Noticeable Events
4	5	6	7	

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

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

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

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

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

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

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

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

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

NOTES