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

Noticeable Events

Noticeable Events

DAY of WEEK

1	2	3	4	5	6	7

PROJECT :

TASK

No. ● No. ● No. ● No. ● No. ● No. ● No. ● ☐

15% | 30% | 45% | 60% | 75% | 90% | 100%

TASK

No. ● No. ● No. ● No. ● No. ● No. ● No. ● ☐

15% | 30% | 45% | 60% | 75% | 90% | 100%

TASK

No. ● No. ● No. ● No. ● No. ● No. ● No. ● ☐

15% | 30% | 45% | 60% | 75% | 90% | 100%

PROJECT :

TASK

No. ● No. ● No. ● No. ● No. ● No. ● No. ● ☐

15% | 30% | 45% | 60% | 75% | 90% | 100%

PROJECT :

TASK

No. ● No. ● No. ● No. ● No. ● No. ● No. ● ☐

15% | 30% | 45% | 60% | 75% | 90% | 100%

PROJECT :

TASK

No. ● No. ● No. ● No. ● No. ● No. ● No. ● ☐

15% | 30% | 45% | 60% | 75% | 90% | 100%

PROJECT :

TASK

No. ● No. ● No. ● No. ● No. ● No. ● No. ● ☐

15% | 30% | 45% | 60% | 75% | 90% | 100%

PROJECT :

TASK

No. ● No. ● No. ● No. ● No. ● No. ● No. ● ☐

15% | 30% | 45% | 60% | 75% | 90% | 100%

TASK

No. ● No. ● No. ● No. ● No. ● No. ● No. ● ☐

15% | 30% | 45% | 60% | 75% | 90% | 100%

NOTES

NOTES