SCHEDULE

BOOK

_____

_____

Optimization Suggestions
日程优化建议

TO-DO
PROJECTS

1. _____

2. _____
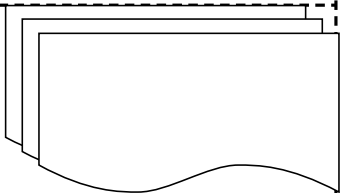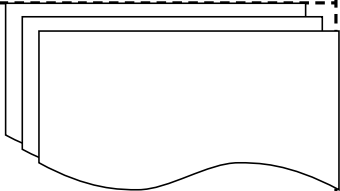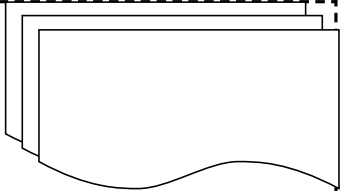
3. _____

4. _____

5. _____

6. _____

AVOID-AT-ALL-COST PROJECTS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MONTH PLANNED

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.

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MONTHLY
LOG

Monthly Log _____

PROJECT : _____

PROJECT : _____

PROJECT : _____

PROJECT : _____

PROJECT : _____

PROJECT : _____

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				

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
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30					30
31					31
32					32
33					33

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
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NECESSARY TO PUSH THESE DESIGNS THROUGH TO RESULTS.

				01	02	03	04	05	06	07	08	09	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 :

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

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

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

PROJECT :

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

PROJECT :

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

PROJECT :

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

PROJECT :

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

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

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

NOTES

4	**5**	**6**	**7**

Week No.

No. ●	No. ●	No. ●	No. ●	☐
15% | 30% | 45% |		60% | 75% |	90% | 100%	Total Spent
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	_____

No. ●	No. ●	No. ●	No. ●	☐
15% | 30% | 45% |		60% | 75% |	90% | 100%	Total Spent
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	_____

No. ●	No. ●	No. ●	No. ●	☐
15% | 30% | 45% |		60% | 75% |	90% | 100%	Total Spent
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	_____

Week No.

No. ●	No. ●	No. ●	No. ●	☐
15% | 30% | 45% |		60% | 75% |	90% | 100%	Total Spent
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	_____

Week No.

No. ●	No. ●	No. ●	No. ●	☐
15% | 30% | 45% |		60% | 75% |	90% | 100%	Total Spent
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	_____

Week No.

No. ●	No. ●	No. ●	No. ●	☐
15% | 30% | 45% |		60% | 75% |	90% | 100%	Total Spent
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	_____

Week No.

No. ●	No. ●	No. ●	No. ●	☐
15% | 30% | 45% |		60% | 75% |	90% | 100%	Total Spent
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	_____

No. ●	No. ●	No. ●	No. ●	☐
15% | 30% | 45% |		60% | 75% |	90% | 100%	Total Spent
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	_____

No. ●	No. ●	No. ●	No. ●	☐
15% | 30% | 45% |		60% | 75% |	90% | 100%	Total Spent
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	_____

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Noticeable Events

DALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3

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 ____

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

4　　**5**　　**6**　　**7**

Week No. ⬭

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% | 45% |	60% | 75% |	90% | 100%	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	**Total Spent** _____

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% | 45% |	60% | 75% |	90% | 100%	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	**Total Spent** _____

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% | 45% |	60% | 75% |	90% | 100%	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	**Total Spent** _____

Week No. ⬭

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% | 45% |	60% | 75% |	90% | 100%	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	**Total Spent** _____

Week No. ⬭

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% | 45% |	60% | 75% |	90% | 100%	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	**Total Spent** _____

Week No. ⬭

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% | 45% |	60% | 75% |	90% | 100%	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	**Total Spent** _____

Week No. ⬭

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% | 45% |	60% | 75% |	90% | 100%	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	**Total Spent** _____

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% | 45% |	60% | 75% |	90% | 100%	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	**Total Spent** _____

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% | 45% |	60% | 75% |	90% | 100%	
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	**Total Spent** _____

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PROJECT :

TASK	No. ● MIN/Day ___	No. ● MIN/Day. ___	No. ● MIN/Day ___

TASK	No. ● MIN/Day ___	No. ● MIN/Day. ___	No. ● MIN/Day ___

TASK	No. ● MIN/Day ___	No. ● MIN/Day. ___	No. ● MIN/Day ___

PROJECT :

TASK	No. ● MIN/Day ___	No. ● MIN/Day. ___	No. ● MIN/Day ___

PROJECT :

TASK	No. ● MIN/Day ___	No. ● MIN/Day. ___	No. ● MIN/Day ___

PROJECT :

TASK	No. ● MIN/Day ___	No. ● MIN/Day. ___	No. ● MIN/Day ___

PROJECT :

TASK	No. ● MIN/Day ___	No. ● MIN/Day. ___	No. ● MIN/Day ___

TASK	No. ● MIN/Day ___	No. ● MIN/Day. ___	No. ● MIN/Day ___

TASK	No. ● MIN/Day ___	No. ● MIN/Day. ___	No. ● MIN/Day ___

NOTES

Noticeable Events

4	5	6	7

Week No.

No. ●	No. ●	No. ●	No. ●	☐
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MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent _____

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MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent _____

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Week No.

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MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent _____

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15% |	30% |	45% |	60% |	75% |	90% |	100%
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent _____

Week No.

No. ●	No. ●	No. ●	No. ●	☐
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15% |	30% |	45% |	60% |	75% |	90% |	100%
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent _____

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PROJECT :

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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 ____

PROJECT :

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

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

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	MIN/Day ____	MIN/Day. ____	MIN/Day ____

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

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

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Noticeable Events

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Week No.

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15% |	30% |	45% |	60% |	75% |	90% |	100%
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MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent

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Week No.

No. ●	No. ●	No. ●	No. ●	☐
15% |	30% |	45% |	60% |	75% |	90% |	100%
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent

Week No.

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15% |	30% |	45% |	60% |	75% |	90% |	100%
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent

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15% |	30% |	45% |	60% |	75% |	90% |	100%
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent

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15% |	30% |	45% |	60% |	75% |	90% |	100%
MIN/Day. ____	MIN/Day ____	MIN/Day. ____	MIN/Day ____	Total Spent

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