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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- 3. _____
- 4. _____
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A V O I D - A T - A L L - C O S T P R O J E C T S

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MONTHLY LOG

Monthly Log (Gantt Chart)

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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.

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WEEKLY TRACKING SHEET

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ALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
ROJECT :		No. •	No.	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
		No.	No. •	No.
ASK		MIN/Day	MIN/Day	MIN/Day
		No. •	No. •	No. •
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ROJECT :		No. •	No. •	No. •
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		MIN/Day	MIN/Day	MIN/Day
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ROJECT :		No. •	No. •	No. •
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		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No	No	No
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				Week No.	
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	MIN/Day.	MIN/Day	MIN/Day	MIN/Day	Total Spent
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ALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
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		MIN Day	MilyDay	MIN Day
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ASK				
		MIN/Day	MIN/Day	MIN/Day
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ROJECT :		No. •	No. •	No. •
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ALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
ROJECT :		No. •	No.	No. •
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		MIN Day	MilyDay	MIN Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No. •	No. •	No. •
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		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No. •	No. •	No. •
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		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No	No	No
SK		No. •	No.	No.
		MIN/Day	MIN/Day	MIN/Day
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ALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
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