

# 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 \_\_\_\_\_

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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22	23	24	25	26	27	28
29	30	31				



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

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29	30	31				

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

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

1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
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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 \_\_\_\_\_

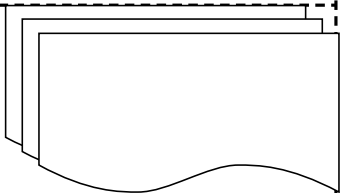
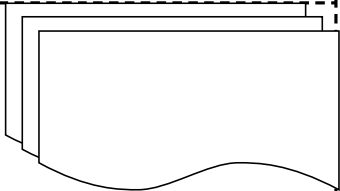
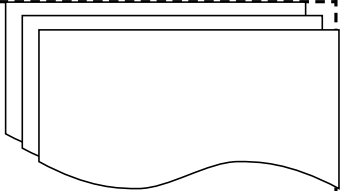
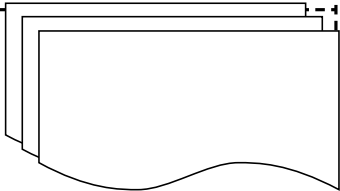
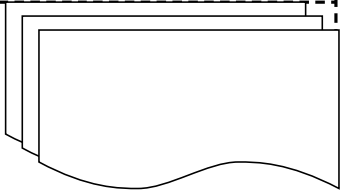
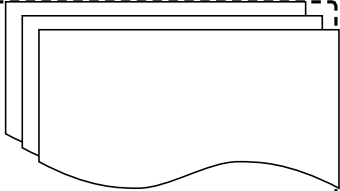
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29	30	31				

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

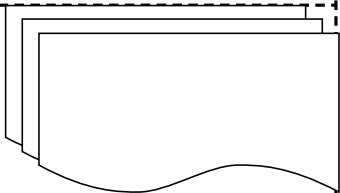
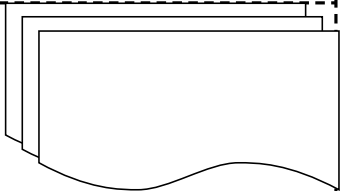
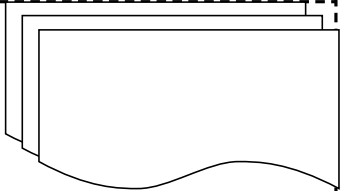
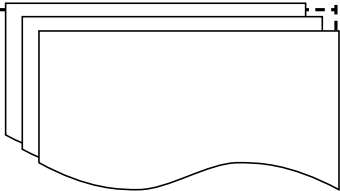
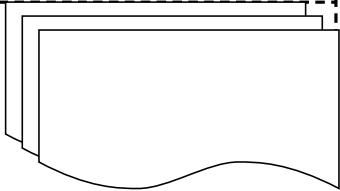
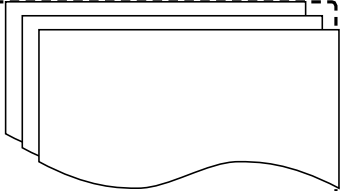
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				



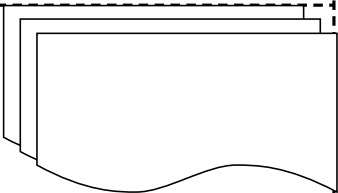
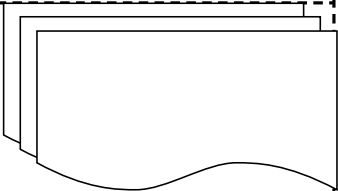
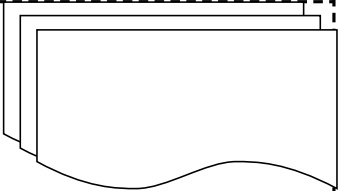
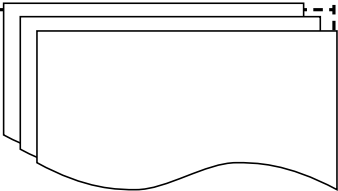
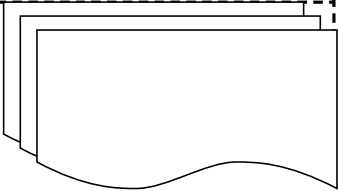
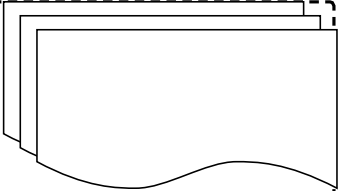
MONTH PLANNED



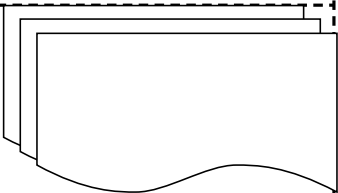
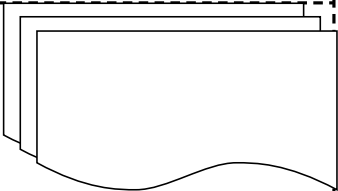
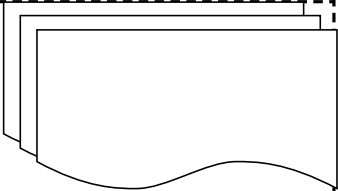
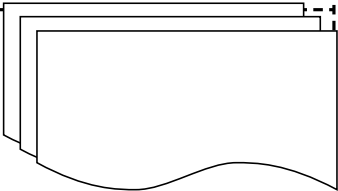
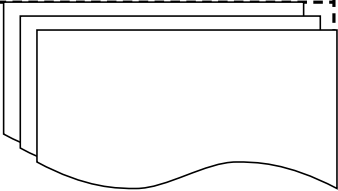
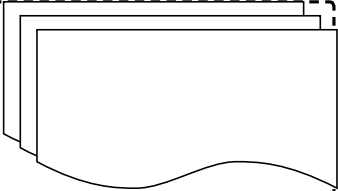
MONTH PLANNED



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
15					15
16					16
17					17
18					18
19					19
20					20
21					21
22					22
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.

[illegible]





**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
				_____

NOTES

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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"/>
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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

				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



				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