### 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. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

<sup>2.</sup> \_\_\_\_\_

#### 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)**

	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
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25					25
26					26
27					27
28					28
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 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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causes. sign plans that will get you around t what's necessary to push these desi	hem.			
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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. •
ASK		MIN/Day	MIN/Day	MIN/Day
		MIN Day	MilyDay	MIN Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No	No	No
SK		No. •	No.	No.
		MIN/Day	MIN/Day	MIN/Day
.SK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day
		No. •	No. •	No. •
SK				

					Noticeable
					Events
	4	5	6	7	
					)
				Week No.	
(	No. •	No. ●	No. ●	No. •	
	MIN/Day	MIN/Day	MIN/Day	MIN/Day	Total Spent
	No. •	No. •	No.	No. •	
(	15% I	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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				Week No.	
	No.	No. •	No. •	No. •	
(	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
				Week No.	!
	No. •	No. •	No. •	No.	
	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
	MilyDay.	Mily Day	wii y Day.	MIN Day	rotar spent
				Week No.	
	No. •	No. •	No. •	No. •	
	MIN/Day.	MIN/Day	MIN/Day.	MIN/Day	Total Spent
				***	
	No. •	No. •	No. ●	Week No. No.	
(	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
	MINDay.	MIN/Day	WIIIVDay.	WIIIV/Day	Total Spelit
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(	No. •	No. •	No. ●	No. •	)
	MIN/Day	MIN/Day	MIN/Day.	MIN/Day	Total Spent
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	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
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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. •
ASK		MIN/Day	MIN/Day	MIN/Day
		MIN Day	MilyDay	MIN Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No	No	No
SK		No. •	No.	No.
		MIN/Day	MIN/Day	MIN/Day
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		MIN/Day	MIN/Day	MIN/Day
		No. •	No. •	No. •
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				Week No.	
(	No. •	No. ●	No. ●	No. •	
	MIN/Day	MIN/Day	MIN/Day	MIN/Day	Total Spent
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(	15% I	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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				Week No.	
	No.	No. •	No. •	No. •	
(	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
				Week No.	!
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	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
	MilyDay.	Mily Day	wii y Day.	MIN Day	rotar spent
				Week No.	
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(	No. •	No. •	No. ●	No. •	)
	MIN/Day	MIN/Day	MIN/Day.	MIN/Day	Total Spent
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	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
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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. •
ASK		MIN/Day	MIN/Day	MIN/Day
		MIN Day	MilyDay	MIN Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No. •	No. •	No. •
ASK				
		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No	No	No
SK		No. •	No.	No.
		MIN/Day	MIN/Day	MIN/Day
.SK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day
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					Noticeable
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				Week No.	
(	No. •	No. ●	No. ●	No. •	
	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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	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
	MilyDay.	Mily Day	wii y Day.	MIN Day	rotar spent
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	MIN/Day.	MIN/Day	MIN/Day.	MIN/Day	Total Spent
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ROJECT :		No. •	No. •	No. •
ASK				
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ASK		MIN/Day	MIN/Day	MIN/Day
		No. •	No. •	No. •
ASK		MIN/Day	MIN/Day	MIN/Day
		MIN Day	MilyDay	MIN Day
ROJECT :		No. •	No. •	No. •
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		MIN/Day	MIN/Day	MIN/Day
ROJECT :		No. •	No. •	No. •
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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
.SK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day
		No. •	No. •	No. •
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				Noticeable
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4	5	6	7	
			Week No.	
No. •	No. ●	No. ●	No. •	
MIN/Day	MIN/Day	MIN/Day	MIN/Day	Total Spent
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No. •	No. •	No. •	No. •	
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