S C H E D U L E B O O K

Optimization Suggestions 日程优化建议

TO-DO PROJECTS

1. _____

2. _____

3. _____

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6. ____

NOT-TO-DO PROJECTS

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FOUR YEAR PLAN

	PROJECT: 4_YEAR_PLAN
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4 YEAR PLAN	
OUTLINE	
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5-STEP	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.
L	ACC MACCIND THEM, 3, DO WHAT 3 NECESSARY TO FOSH THESE DESIGNS THROUGH TO RESULTS.

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THREE MONTH LOG

3_Month_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 26					25 26
27					27
28					28
29					29
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.

	Month 1					Month 2				Month 3									
	W	1	W2	W3	W4	W5	W1	W2	v	V3	W4	W5	W1	V	V2	W3	г	W4	W5
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WEEKLY TRACKING SHEET

Have clear goals. Identify and don't tolerate the problem that stan	d in						
Have clear goals. identify and don't tolerate the problem that stan way of your achieving those goals. Accurately diagnose the problems to get at their ot causes.							
Design plans that will get you around them. Do what's necessary to push these designs throu ults.	gh the						
DALIO'S 5-STEP PROCESS	DAY of WEEK	1		2		3	
PROJECT :		No.	•	No.	•	No.	•
TASK		140.	•	NO.	·	NO.	•
		No.	•	No.	•	No.	•
ΓASK							
ΓASK		No.	•	No.	•	No.	•
PROJECT :		No.	•	No.	•	No.	•
ΓASK							
PROJECT :		No.	•	No.	•	No.	•
TASK							
PROJECT:		No.	•	No.	•	No.	•
TASK		140.		140.	·	140.	
PROJECT :							
FASK		No.	•	No.	•	No.	•
PROJECT:		No.	•	No.	•	No.	•
TASK		-101		1101		1101	
ГАSK		No.	•	No.	•	No.	•

								Noticeable Events
								Events
	4		5		6		7	
							Week No.	
	No.	30%	No.	60%	No.	90%	No. •	
			377,					
	No.	•	No.	•	No.	•	No. •	
	15%			60%	75%	90%	100%	_
_	No.	30%	No.	60%	No.	90% [No. •	
	DA	30%	1,00	30.7	73/4	30.01		
	No.	•	No.	•	No.	•	Week No. No.	
	15%	30%	45%	60%	75%	90%	100%	
							Week No.	
	No.	•	No.	•	No.	•	No. •	
	15%	30%	45%	60%	75%	90%	week No.	
	No.	•	No.	•	No.	•	No. •	
	15%	30%	45%	60%	75%	90%	100%	
	No.	•	No.	•	No.	•	Week No. No.	
	15%	30%		60%	75%	90%	100%	
	N.		N.		N		Week No.	
	No.	30%	No. 45%	60%	No.	90%	No. •	
	No.		No.		No.		No. •	
	15%	30%	45%	60%	75%	90%	100%	

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DALIO'S 5-STEP PROCESS	DAY of WEEK	1		2		3	
PROJECT :		No.	•	No.	•	No.	•
TASK		140.	•	NO.	·	NO.	•
		No.	•	No.	•	No.	•
ΓASK							
ΓASK		No.	•	No.	•	No.	•
PROJECT :		No.	•	No.	•	No.	•
ΓASK							
PROJECT :		No.	•	No.	•	No.	•
TASK							
PROJECT:		No.	•	No.	•	No.	•
TASK		140.		140.	·	140.	
PROJECT :							
FASK		No.	•	No.	•	No.	•
PROJECT:		No.	•	No.	•	No.	•
TASK		-101		1101		1101	
ГАSK		No.	•	No.	•	No.	•

								Noticeable Events
								Events
	4		5		6		7	
							Week No.	
	No.	30%	No.	60%	No.	90%	No. •	
				,				
	No.	•	No.	•	No.	•	No. •	
	15%			60%	75%	90%	100%	_
_	No.	30%	No.	60%	No.	90% [No. •	
	DA	30%	1,00	60.7	73/4	30.01		
	No.	•	No.	•	No.	•	Week No. No.	
	15%	30%	45%	60%	75%	90%	100%	
							Week No.	
	No.	•	No.	•	No.	•	No. •	
	15%	30%	45%	60%	75%	90%	week No.	
	No.	•	No.	•	No.	•	No. •	
	15%	30%	45%	60%	75%	90%	100%	
	No.	•	No.	•	No.	•	Week No. No.	
	15%	30%		60%	75%	90%	100%	
	N.		N.		N		Week No.	
	No.	30%	No. 45%	60%	No.	90%	No. •	
	No.		No.		No.		No. •	
	15%	30%	45%	60%	75%	90%	100%	

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PROJECT :		No.	•	No.	•	No.	•
ΓASK		140.		140.	Ť	140.	
TASK		No.	•	No.	•	No.	•
Insk							
TASK		No.	•	No.	•	No.	•
PROJECT :		No.	•	No.	•	No.	•
TASK		140.	·	NO.	·	NO.	·
PROJECT :		No.	•	No.	•	No.	•
TASK		110.		140.	·	140.	
PROJECT:		No.	•	No.	•	No.	•
TASK		140.		140.	·	140.	
PROJECT :							
TASK		No.	•	No.	•	No.	•
PROJECT :		No.	•	No.	•	No.	•
ΓASK		140.		140.		140.	
ГАSK		No.	•	No.	•	No.	•

								Noticeable Events
								Events
	4		5		6		7	
							Week No.	
	No.	30%	No.	60%	No.	90%	No. •	
				,				
	No.	•	No.	•	No.	•	No. •	
	15%			60%	75%	90%	100%	_
_	No.	30%	No.	60%	No.	90% [No. •	
	DA	30%	1,00	60.7	73/4	30.01		
	No.	•	No.	•	No.	•	Week No. No.	
	15%	30%	45%	60%	75%	90%	100%	
							Week No.	
	No.	•	No.	•	No.	•	No. •	
	15%	30%	45%	60%	75%	90%	week No.	
	No.	•	No.	•	No.	•	No. •	
	15%	30%	45%	60%	75%	90%	100%	
	No.	•	No.	•	No.	•	Week No. No.	
	15%	30%		60%	75%	90%	100%	
	N.		N.		N		Week No.	
	No.	30%	No. 45%	60%	No.	90%	No. •	
	No.		No.		No.		No. •	
	15%	30%	45%	60%	75%	90%	100%	

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sults.							
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PROJECT :							
TASK		No.	•	No.	•	No.	•
TASK		No.	•	No.	•	No.	•
TASK		No.	•	No.	•	No.	•
PROJECT:		No.	•	No.	•	No.	•
TASK							
PROJECT:							
TASK		No.	•	No.	•	No.	•
PROJECT :		No.	•	No.	•	No.	•
TASK							
PROJECT:							
TASK		No.	•	No.	•	No.	•
PROJECT:							
TASK		No.	•	No.	•	No.	•
TASK		No.	•	No.	•	No.	•

