

SCHEDULE BOOK

Optimization Suggestions

日程优化建议

TO-DO PROJECTS

1. _____

2. _____

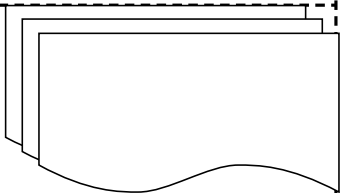
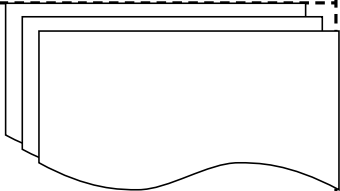
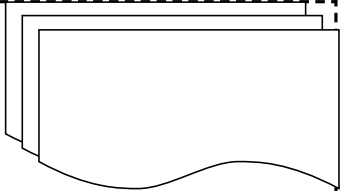
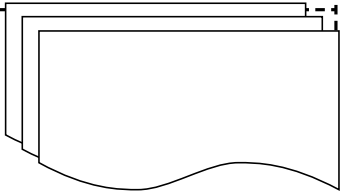
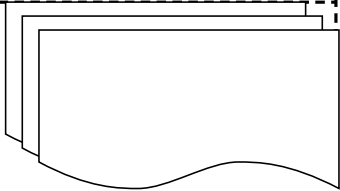
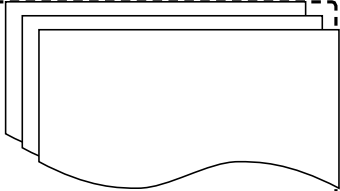
3. _____

4. _____

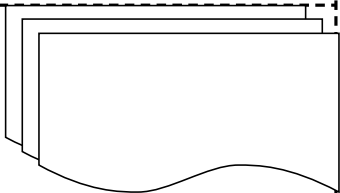
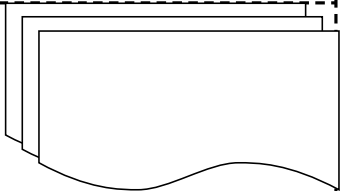
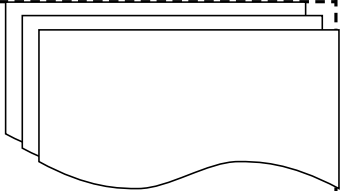
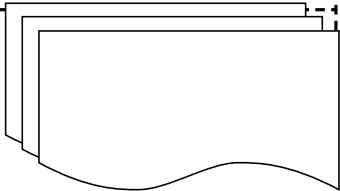
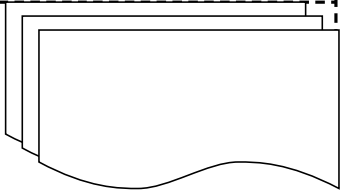
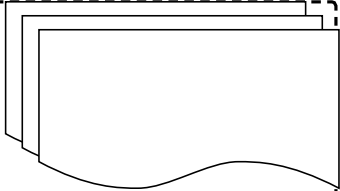
5. _____

6. _____

MONTH PLANNED



MONTH PLANNED



MONTHLY LOG

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.

Noticeable Event
/ ddl

		Week		
		5	30	
			31	
			28	
			29	
			26	
			27	
		4	week	24
				25
				22
				23
	20			
	21			
3	week		18	
			19	
			16	
			17	
		14		
		15		
	2	week	12	
			13	
			10	
			11	
		08		
		09		
1		week	06	
			07	
			04	
			05	
		02		
		03		
			01	

**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. <input type="radio"/>	No. <input type="radio"/>	No. <input type="radio"/>
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

	No. <input type="radio"/>	No. <input type="radio"/>	No. <input type="radio"/>
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

	No. <input type="radio"/>	No. <input type="radio"/>	No. <input type="radio"/>
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

	No. <input type="radio"/>	No. <input type="radio"/>	No. <input type="radio"/>
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

	No. <input type="radio"/>	No. <input type="radio"/>	No. <input type="radio"/>
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

	No. <input type="radio"/>	No. <input type="radio"/>	No. <input type="radio"/>
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

PROJECT :

	No. <input type="radio"/>	No. <input type="radio"/>	No. <input type="radio"/>
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

	No. <input type="radio"/>	No. <input type="radio"/>	No. <input type="radio"/>
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

	No. <input type="radio"/>	No. <input type="radio"/>	No. <input type="radio"/>
TASK	MIN/Day ____	MIN/Day. ____	MIN/Day ____

NOTES

				Noticeable Events
4	5	6	7	

Week No.				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60% 75%	90% 100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	<input type="checkbox"/>
15%	30%	45%	60% 75%	90% 100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	<input type="checkbox"/>
15%	30%	45%	60% 75%	90% 100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

Week No.				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60% 75%	90% 100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

Week No.				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60% 75%	90% 100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

Week No.				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60% 75%	90% 100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

Week No.				<input type="checkbox"/>
No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	
15%	30%	45%	60% 75%	90% 100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	<input type="checkbox"/>
15%	30%	45%	60% 75%	90% 100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	No. <input type="text"/>	<input type="checkbox"/>
15%	30%	45%	60% 75%	90% 100%
MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	MIN/Day. <input type="text"/>	MIN/Day <input type="text"/>	Total Spent
				<input type="text"/>

NOTES