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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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

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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.

Noticeable Event / ddl

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Week 5		
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WEEKLY TRACKING SHEET

Have clear goals. Identify and don't tolerate the problem that the way of your achieving those goals.				
 Accurately diagnose the problems to get at the root causes. Design plans that will get you around them. Do what's necessary to push these designs the results. 	Events			
DALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
S.I.MO O S-OTEL TROCESO	DITI OF WEEK	<u> </u>	<u> </u>	<u> </u>
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TASK		MIN/Day	MIN/Day	MIN/Day
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				Noticeable Events
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MIN/Day	30% 45% MIN/Day	60% 75% MIN/Day	90% 100% MIN/Day	Total Spent
No. 0	No. 0	No. 0	No. 0	
15%	30% 45%	60% 75%	90% 100%)
MIN/Day.	MIN/Day	MIN/Day	MIN/Day	Total Spent

NOTES