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

#### Optimization Suggestions 日程优化建议

## TO-DO PROJECTS

I
---

- 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

	-	
	-	
	-	
	-	
	-	

## MONTHLY LOG

#### **Monthly Log**

PROJECT :
-
PROJECT :
PROJECT :
DDAIFCE.
PROJECT :
PROJECT :
PROJECT :

#### 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

_		
Seek 5		
e		
k		
 5	30	31
	30	31
	28	29
	26	27
_		
l .		
W		
 Seek	24	25
 K	27	25
 4		
	22	22
	22	23
	20	21
	20	21
_		
Seek 3	18	19
e		
k		
 3		
 	16	17
	10	
	14	15
	±	13
	13	12
	12	13
   -		
 w		
 ė		
k	10	11
Week 2	10	11
_		
	08	09
	06	07
_		
l .		
W		
Seek	04	05
K		
1		
	02	03
	02	00
	01	
 ١.	UT	

# WEEKLY TRACKING SHEET

entify and don't tolerate the problem way of your achieving those goals.				
curately diagnose the problems to g	Events			
esign plans that will get you around o what's necessary to push these desi esults.	them. gns through			
ALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
ALIO 3 3-31EI TROCESS	DAT OF WEEK	1	4	3
PROJECT :				
ASK		No.	No. •	No.
		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
PROJECT :				
		No. •	No. •	No.
ASK		MIN/Day	MIN/Day	MIN/Day
PROJECT :				
ASK		No. •	No.	No.
		MIN/Day	MIN/Day	MIN/Day
PROJECT :		No. •	No. •	No. •
ASK		MIN/Day	MIN/Day	MIN/Day
PROJECT :				
ASK		No. •	No. •	No. •
AUK		MIN/Day	MIN/Day	MIN/Day
ASK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day
ASK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day

					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
					!
				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
	N	N	N	N	
(	No. •	No. •	No. ●	No. •	)
	MIN/Day	MIN/Day	MIN/Day.	MIN/Day	Total Spent
	No.	No. •	No. •	No. •	
	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
		, ,	, ,	. , —	

entify and don't tolerate the problem way of your achieving those goals.				
curately diagnose the problems to g	Events			
esign plans that will get you around o what's necessary to push these desi esults.	them. gns through			
ALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
ALIO 3 3-31EI TROCESS	DAT OF WEEK	1	4	3
PROJECT :				
ASK		No.	No. •	No.
		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
PROJECT :				
		No. •	No. •	No.
ASK		MIN/Day	MIN/Day	MIN/Day
PROJECT :				
ASK		No. •	No.	No.
		MIN/Day	MIN/Day	MIN/Day
PROJECT :		No. •	No. •	No. •
ASK		MIN/Day	MIN/Day	MIN/Day
PROJECT :				
ASK		No. •	No. •	No. •
AUK		MIN/Day	MIN/Day	MIN/Day
ASK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day
ASK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day

					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
					!
				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
	N	N	N	N	
(	No. •	No. •	No. ●	No. •	)
	MIN/Day	MIN/Day	MIN/Day.	MIN/Day	Total Spent
	No.	No. •	No. •	No. •	
	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
		, ,	, ,	. , —	

entify and don't tolerate the problem way of your achieving those goals.				
curately diagnose the problems to g	Events			
esign plans that will get you around o what's necessary to push these desi esults.	them. gns through			
ALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
ALIO 3 3-31EI TROCESS	DAT OF WEEK	1	4	3
PROJECT :				
ASK		No.	No. •	No.
		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
PROJECT :				
		No. •	No. •	No.
ASK		MIN/Day	MIN/Day	MIN/Day
PROJECT :				
ASK		No. •	No.	No.
		MIN/Day	MIN/Day	MIN/Day
PROJECT :		No. •	No. •	No. •
ASK		MIN/Day	MIN/Day	MIN/Day
PROJECT :				
ASK		No. •	No. •	No. •
AUK		MIN/Day	MIN/Day	MIN/Day
ASK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day
ASK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day

					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
					!
				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
	N	N	N	N	
(	No. •	No. •	No. ●	No. •	)
	MIN/Day	MIN/Day	MIN/Day.	MIN/Day	Total Spent
	No.	No. •	No. •	No. •	
	15%   MIN/Day	30%   45%   MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
		, ,	, ,	. , —	

entify and don't tolerate the problem way of your achieving those goals.				
curately diagnose the problems to g	Events			
esign plans that will get you around o what's necessary to push these desi esults.	gns through			
ALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
ALIO 3 3-31EI TROCESS	DAT OF WEEK	1	4	3
PROJECT :				
ASK		No.	No. •	No. •
		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
PROJECT :				
		No. •	No. •	No.
ASK		MIN/Day	MIN/Day	MIN/Day
PROJECT :				
ASK		No. •	No.	No.
		MIN/Day	MIN/Day	MIN/Day
PROJECT :		No. •	No. •	No. •
ASK		MIN/Day	MIN/Day	MIN/Day
PROJECT :				
ASK		No. •	No. •	No. •
AUK		MIN/Day	MIN/Day	MIN/Day
ASK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day
ASK		No. •	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day

				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
				!
			Week No.	
No. •	No. •	No. •	No. •	
MIN/Day	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
, ,, =	, , ,	, , , , <u> </u>	7 7 ==	
NT-	NI-	N-	Week No.	
No. •	No. •	No. •	No. •	
MIN/Day	MIN/Day	MIN/Day	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
No. •	No. •	No. •	No. •	
15%	30%   45%	60%   75%	90%   100%	
MIN/Day	MIN/Day	MIN/Day	MIN/Day	Total Spent
			2.7	
No. •	No. •	No. ●	No. •	
MIN/Day	MIN/Day	MIN/Day	MIN/Day	Total Spent