# 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. \_\_\_\_\_
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<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**

PROJECT :
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- NOJEO1
PROJECT :

	Ye	ear	Mon	th	_	
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### **Monthly Log (Gantt Chart)**

1         1         2         2         2         2         2         2         2         2         3         3         3         3         4         4         4         4         4         4         5         5         6         6         6         6         6         6         6         6         6         7         7         8         8         8         8         8         8         9         10         9         10         9         10         10         10         10         10         10         10         11         10         10         10         11         11         11         11         11         11         11         12         12         13         14 <th></th> <th>PROJECT</th> <th>SUB-PROJECT</th> <th>TASK</th> <th>NOTE</th> <th></th>		PROJECT	SUB-PROJECT	TASK	NOTE	
3         4         4         4         4         4         4         5         5         5         6         9	1					1
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14       14         15       16         16       16         17       17         18       19         20       20         21       21         22       22         23       24         25       25         26       26         27       27         28       29         30       30         31       30         32       31         32       32						
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DALIO'S 5-STEP PROCESS HAVE CLEAR GOALS.
 LIDENTIFY AND DON'T TOLERATE THE PROBLEM THAT STAND IN THE WAY OF YOUR ACHIEVING THOSE GOALS.
 A. ACCURATELY DIAGNOSE THE PROBLEMS TO GET AT THEIR ROOT CAUSES.
 4. DESIGN PLANS THAT WILL GET YOU AROUND THEM.
 NECESSARY TO PUSH THESE DESIGNS THROUGH TO RESULTS.

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# 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.	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
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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. •
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					Noticeable
					Events
	4	5	6	7	
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				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
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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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	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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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. •
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				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
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MIN/Day	MIN/Day	60%   75%   MIN/Day	90%   100% 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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MIN/Day	MIN/Day	MIN/Day	MIN/Day	Total Spent

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curately diagnose the problems to g	Events			
esign plans that will get you around o what's necessary to push these desi esults.	them. igns through			
ALIO'S 5-STEP PROCESS	DAY of WEEK	1	2	3
ALIO 3 3-31EI TROCESS	DAT OF WEEK	1	4	
PROJECT :				
ASK		No.	No. •	No. •
		MIN/Day	MIN/Day	MIN/Day
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ASK		MIN/Day	MIN/Day	MIN/Day
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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. •
ion.		MIN/Day	MIN/Day	MIN/Day
ASK		No. •	No. •	No. •
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ASK		No. •	No.	No. •
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				Noticeable
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4	5	6	7	
			Week No.	
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MIN/Day	MIN/Day	MIN/Day	MIN/Day	Total Spent
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MIN/Day	MIN/Day	60%   75%   MIN/Day	90%   100% MIN/Day	Total Spent
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NT-	NI-	N-	Week No.	
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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
No. •	No. •	No. ●	No. •	
MIN/Day	MIN/Day	MIN/Day	MIN/Day	Total Spent