GOAL

Month

Year

SUN

AM

PM

MON

AM

PM

TUE

AM

PM

WED

AM

PM

THU

AM

PM

FRI

AM

PM

SAT

AM

PM

READING

TO BE DONE LIST

WORK

W1 W2 W3 W4 W5 W6 W7 W8 W9 W10 W11 W12

PERSONAL & FAMILY

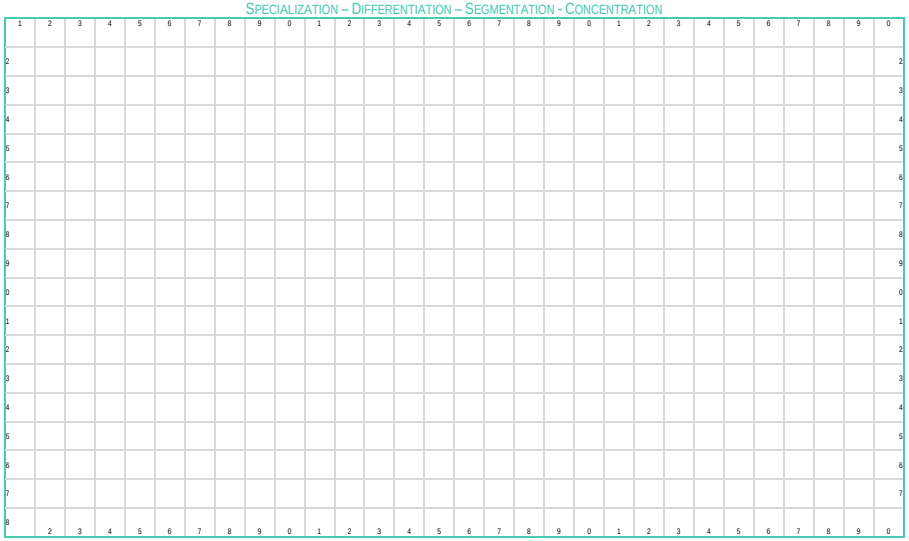
P1 P2 P3 P4 P5 P6 P7 P8

URGENT	IMPORTANT	NOT IMPORANT
NOT URGENT		

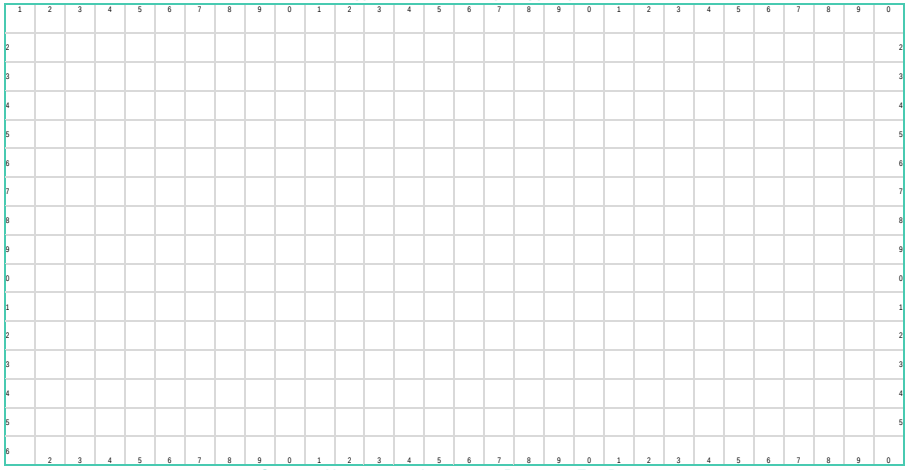
人 • 事 • 時 • 地 • 物 • 財 • OBJECTIVE • PLAN • ORGANIZE • EXECUTE • CONTROL • RESULT • AWARD •

MOTTO

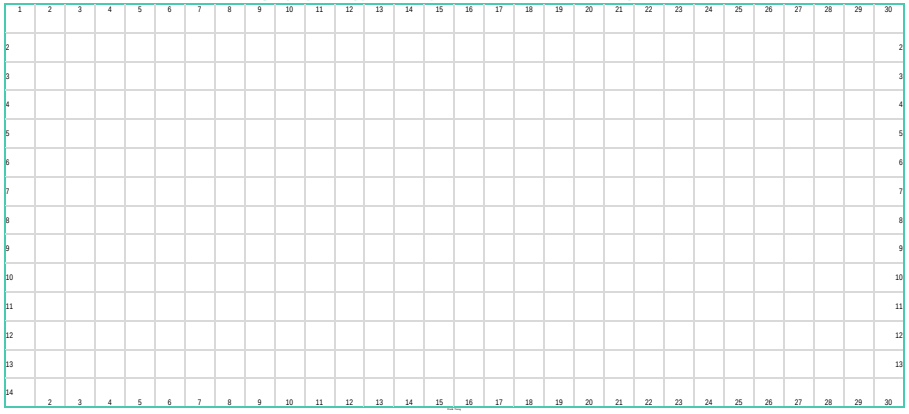
SPECIALIZATION – DIFFERENTIATION – SEGMENTATION - CONCENTRATION



MEASURE – ANALYZE – IMPROVE - CONTROL



SPECIFIC – MEASURABLE – ACHIEVABLE – RELEVANT – TIME BASED



格局 • 布局 • 步局 • SIMPLIFY • LEVERAGE • ACCELERATE • MAGNIFY •