Weekly review checklist

About 30 minutes, same day and time every week. Look back first, then clear the decks, then plan. Tick each line as you go. If you only have 10 minutes, do the green box at the bottom and stop.

Week of _____ Day and time _____ Started at _____

1 Look back at last week

about 10 min

- [ ] **Write three wins, small ones count**
  Finished, started, fixed, or just survived. Writing progress down is the point.
- [ ] **Scroll last week's calendar**
  Anything that needs a follow-up, a thank-you or a note? Write it down now.
- [ ] **Name what slipped, with one reason each**
  Too big, wrong day, not mine, or it didn't matter. No essays.
- [ ] **Check one estimate**
  Pick one task: what you guessed vs what it took. Write the ratio.

2 Clear the decks

about 10 min

- [ ] **Empty your head**
  Every open loop on paper: tasks, worries, errands, ideas. Don't sort yet.
- [ ] **Collect the loose stuff**
  Notes app, flagged email, screenshots, paper on the desk, the voice memo. Add it to the list.
- [ ] **Check what you're waiting on**
  Chase it, set a date to chase it, or cross it off.
- [ ] **Drop or park three things**
  Anything that stopped mattering. Deleting is a valid outcome.

3 Plan next week

about 10 min

- [ ] **Look at the next two weeks of calendar**
  Anything that needs prep, a gift, a booking or a ride? Add the prep step.
- [ ] **Pick one to three priorities**
  What would make next week a good week? Write them on page 2.
- [ ] **Give each priority a day and a time**
  A slot on the calendar, not just a list. Leave slack around it.
- [ ] **Anything moved three times gets a first step under 25 minutes, or gets dropped**
- [ ] **Write Monday's first move**
  The very first physical step, small enough to start half awake.

The 10-minute version

Three wins. One to three priorities, each with a day and a time. Monday's first move. That's a complete weekly review on a bad week.

Same slot every week.
Put it on the calendar as a repeating event. Friday afternoon or Sunday evening both work.

Short beats skipped.
A missed week doesn't reset anything. Do the 10-minute version and carry on.

Moved, not deleted.
A priority that didn't happen gets a new slot or a conscious drop, never a silent one.

Weekly review questions

Answer in a line or two, not paragraphs. In a meta-analysis of 138 experiments, checking progress toward a goal helped people reach it, and it helped more when the progress was written down (Harkin and colleagues, 2016).

Week of _____ Energy this week (1 to 5) _____ Priorities done (of 3) _____

Three wins from this week

1 _____ 2 _____ 3 _____

Look back

What went well, and why?

What took longer than I planned?

What gave me energy, and what drained it?

Learn

What did I keep putting off, and what was the real reason?

What will I do differently next week?

What can I stop doing, or say no to?

Next week: one to three priorities

Priority (what would make it a good week)	Day and time	First step (under 25 minutes)

Plan for the bumps

What could get in the way?

If that happens, then I will...

Pick four to six.
Same questions every week, so you can compare. Swap one out if it stops being useful.

Keep the old sheets.
Once a month, read the last four. The repeats are your real patterns.

Monday's first move: _____