

## Weekly Review Checklist

### Calendar

- ☐ review previous week – what was accomplished?
- ☐ review upcoming week
- ☐ note important dates
- ☐ look for open time to schedule next steps for projects

### Lists – review and update paper or electronic lists

- ☐ tasks (next actions) to do today (3 MITs) and other lists
- ☐ pending (waiting for)

### Notes

- ☐ move to correct place, discard or delete
- ☐ paper: notepads or cards, sticky notes
- ☐ electronic notes

### Cellphone - empty

- ☐ voicemail
- ☐ text messages
- ☐ photos

### Email – empty, delete, or archive

### Projects – review and update

“which projects are most significant?” “What will I work on next?” “what’s the next step?”

- ☐ delete accomplished steps
- ☐ add next steps
- ☐ add new projects with BIG impact (Bold change, Impressive influence, and Great movement, and HIGH engagement (Harness strengths, Involve imagination, Grow & develop, Hack intrinsic motivation)
- ☐ delete finished projects
- ☐ move to Ideas (someday/maybe) if no longer active

### Goals – review and update

“Am I still enthusiastic about this?” “If stuck, what can I do about it?”

- ☐ goal list

### Ideas (someday/maybe) – review and update

- ☐ move to projects
- ☐ delete

### Office

- ☐ clear desk
- ☐ file papers
- ☐ clear other office space
- ☐ back up computer

### Inspiration

- ☐ success log
- ☐ quotes or affirmations

### Reward for review!