THE WEEKLY REVIEW

Get Clear

Collect Loose Papers and Materials

Gather all accumulated business cards, receipts, and miscellaneous paper-based materials into your in-basket.

Get "IN" to zero

Process completely all outstanding paper materials, journal and meeting notes, voice mails, dictation, and e-mails.

Empty Your Head

Put in writing and process any uncaptured new projects, action items, waiting-fors, someday/maybes, etc.

Get Current

Review Action Lists

Mark off completed actions. Review for reminders of further action steps to record.

Review Previous Calendar Data

Review past calendar in detail for remaining action items, reference data, etc., and transfer into the active system.

Review Upcoming Calendar

Review upcoming calendar events (long- and short-term). Capture actions triggered.

Review Waiting-For List

Record appropriate actions for any needed follow-up. Check off received ones.

Review Project (and Larger Outcome) Lists

Evaluate status of projects, goals, and outcomes one by one, ensuring at least one current action item on each. Browse through project plans, support material, and any other work-in-progress material to trigger new actions, completions, waiting-fors, etc.

Review Any Relevant Checklists

Use as a trigger for any new actions.

Get Creative

Review Someday/Maybe List

Review for any projects which may now have become active and transfer to "Projects." Delete items no longer of interest.

Be Creative and Courageous

Any new, wonderful, harebrained, creative, thought-provoking, risk-taking ideas to add into your system?