

Weekly Review & Weekly Planning

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Weekly wins

What's going well? Any wins (big or little) this week?

What tasks were not completed last week?

Recommit to completing these tasks next week. Look at waiting-for, too.

What have you learned this week?

How will you implement this in the future?

Next week

What actions will you take to ensure your week is productive?

Five most important tasks of the week

If these were the only tasks you completed during the week, you'd be satisfied.

1.

 ☐
2.

 ☐
3.

 ☐
4.

 ☐
5.

 ☐

Tasks of secondary importance

Do these only after you have completed the above tasks.

6.

 ☐
7.

 ☐
8.

 ☐
9.

 ☐
10.

 ☐

Additional tasks

Do these only after you have completed the above tasks.

11.

 ☐
12.

 ☐
13.

 ☐
14.

 ☐
15.

 ☐

Commitment

What one action will you take to make this week more productive?

 ☐