

GTD Weekly Review Template

Monday, December 18 2017, 9:15 PM



WEEKLY REVIEW

DETAILS

Date:	
Start Time:	
End Time:	

COLLECT

☐ Gather any loose papers, post-it notes, etc. and bring them into your inbox or scan to Evernote.

CLEAR

Physical Space

☐ Clear desk / wallet / briefcase / purse / etc.

☐ Clear physical inbox

Digital Space

My digital inboxes

☐ Clear digital inboxes

☐ Clear computer: clean desktop, clean downloads folder, empty trash

☐ Clear phone: voicemails and text messages

Mental Space

My Personal Trigger List

☐ Clear mind

REVIEW

☐ Review Calendar

☐ Review Projects & Next Actions

☐ Review Checklists

☐ Review Waiting For and Delegated Projects

☐ Review Someday/Maybe List

REFLECT

Things I'm proud of from this week

Areas to improve for next week

Any new and great ideas?

NOTES

Tips for Using this Template

The GTD Weekly Review template is designed to keep your mind clear and your projects moving forward.

Schedule a specific time every week to run your Weekly Review. We recommend Friday. You can use this template over and over again.

This template is broken down into six main sections.

Details

Fill in the date, and then use this section to keep track of the time spent on your Weekly Review.

Collect

Get up from your desk; walk around your work space and/or home to gather any loose items lying around. Place those items in your physical inbox or scan them to Evernote.

Clear

Physical Space

Desk: Clear your physical desk as needed. Get out your wallet, purse, or briefcase and clear any necessary notes or documents.

Inbox: Next, clear out and process your physical inbox. Ensure appointments are appropriately scheduled on your Calendar, new Projects are identified, etc.

Digital Space

Inboxes: Start by outlining what your digital inboxes are. These will likely include things like email and Evernote. Once you identify digital inboxes, it's time to clear them all out.

Computer: Clean off your computer desktop, clean out the downloads folder, and empty the trash.

Phone: Clear your phone by going through voicemails and text messages.

Mental Space

Start by writing out a trigger list. A trigger list is simply a bulleted list that will help trigger your memory for any open loops that may be in your head. You only need to write out a trigger list once and then you can re-use it every week.

Scan through your trigger list and move things from your mind into your system.

Review

Move through the list and run your review process. Add or remove items in this section as needed.

Reflect

Take a few minutes to reflect and write down your thoughts.

Notes

Capture notes as necessary.

GTD Evernote Templates

Ready to learn more? Read the article *Get Started with GTD* right here and snag the full collection of free GTD Evernote templates.