	M	T	W	T	F	S (rest)	S (reflect+read)

M T W T F S S

what did I complete?   execution
what was my best day?
biggest time wasters?
what did I do that I hadn't planned?

past
what worked well?
where did I get stuck?
what did I learn?
did I impact anyone?
what's on my NOT-do list?   reflection

☐ clear out inbox
☐ clear out desktop
☐ clear out downloads
☐ clear off desk
☐ close all laptop tabs
☐ check/update long-term goals

☐ close all phone tabs
☐ move unfinished todos
☐ delete > 2 week todos
☐ dump new todos/ideas
☐ check weekly stats+calendar
future
☐ pick <= 3 active projects

am I making progress on my BHAGs?

what would make next
week a great week?

next week | | M | | T | | W

T | | F | | S | | S