

# WEEKLY PREVIEW™

**Step 1: My Biggest Wins** List 3–5 major accomplishments from the past week.


**Step 2: After Action Review** Refer to your last Weekly Big 3.

How far did you get?		√ Percent Complete				
		0%	25%	50%	75%	100%
		0%	25%	50%	75%	100%
		0%	25%	50%	75%	100%

*What worked? What didn't?*


*What will you keep, improve, start, or stop doing based on the above?*


### Step 3: List Sweep

Review and process tasks and action items.

✓	<i>Lists</i>	<i>Actions</i>
	Deferred Tasks	Add any Big 3 or Other Tasks you didn't complete to your task manager.
	Delegated Tasks	Add unassigned tasks or desired status updates to your task manager.
	Daily Notes	Add any assignments or action items to your task manager.

**Step 4: Major Events, Deadlines & Tasks** Refer to your calendar, goals, and tasks. What will (or should) happen this coming week?

**Step 5: Weekly Big 3** Referring to Step 4, list three items you *must* accomplish this week to advance your goals or projects.

1	
2	
3	

**Step 6: Weekend Optimizer** Plan how you will use your free time to rejuvenate. Schedule these activities on the relevant Daily Pages.

√	Categories	Questions to Consider
	Sleep	How much sleep do you want to get each night? What time will you have to go to bed to make sure that happens? What about a nap?
	Eat	Are there any restaurants you'd like to try or meals you'd like to cook? (You might combine this with a connection activity.)
	Move	Do you want to exercise during your time off? Do you want to try something different than your normal exercise routine?
	Connect	Who do you want to spend time with during your time off? What does quality time look like? What activities could you do together to strengthen your connection?
	Play	How would you like to play on your time off? Are there hobbies you'd like to pursue, games you'd like to play, or movies you'd like to see?
	Reflect	How will you rejuvenate your mind and heart? Reading a book? Writing in your journal? Going for a walk? Attending a worship service?
	Unplug	What steps will you follow to ensure you truly disconnect? For example, leave your phone in a drawer; log off work apps; don't think, talk, or read about work.