

Goals

This framework is designed to ensure:

1. **No tasks** are forgotten or deadlines missed
2. **Continual improvements** made through retrospection

Reflections

There are **four types** of reflections. Consistently performing these reviews is crucial, both in order to make **new habits**. Performing consistent reflections also makes the other higher-level reflections **shorter and more effective**.

1. Daily
2. Weekly
3. Monthly
4. Yearly

Daily

These should be short – about 2-10 min – and should cover both what you did that day, and what you want to get done tomorrow.

1. Review today's tasks

- Which tasks did you **complete**?
- Which ones did you **not complete**?

2. Write a few points

- What **did you do** today?
- What **went well**? Why?
- What **didn't go so well**? Why?
- What could you **do better** next time?

3. Create a list

- Which tasks you want to get **done tomorrow**?
- Should any of today's **uncompleted tasks** be carried forward?
- Which tasks do you **have to work on** tomorrow?

- Which tasks would you **like to work on** tomorrow?

Weekly

These are a bit longer, about –about 5-30 min – and cover the main goals you wanted to get done that week, and what you want to get done in the next week.

You should give each task a day you plan to finish it by, that way you can plan out what your workload will be during the week.

1. Review your weekly tasks

- Which tasks did you **complete**?
- Which ones did you** not complete**?

2. Write a few points

- What were the **highlights** of the week?
- What **went well**? Why?
- What **didn't go so well**? Why?
- How could you **improve** things going forward?

3. Create a list of tasks you want to get done this week

- Rank them by **priority**
- Give each task a **soft deadline**, a date on which you will complete it — a few days before any hard deadlines