

## Weekly Review Outline

1. Tidy Up (15 minutes)
  - a. Sort loose papers
  - b. Zero out your email inbox
  - c. Update context specific lists (see 4b)
2. Connect with your mission by reviewing (10 minutes)
  - a. Quarterly goals
  - b. A mission or life purpose statement
  - c. Roles (professional and personal)
3. Review your calendar (15 minutes)
  - a. Last week's projects/appointments
  - b. To do's/Next steps that you didn't complete
  - c. The coming week's projects, appointments, and task lists
4. Review your Projects (15 minutes)
  - a. List concrete and specific next actions
  - b. Create context specific lists
    - i. What needs to be discussed in/brought to X meeting?
    - ii. What needs to be discussed with/brought to X person?
5. Connect with People (20 minutes)
  - a. Set up appointments with key individuals
  - b. Set aside time for important projects
  - c. Plan to how you will delegate by
    - i. Stating your vision (they "why" behind what you are trying to accomplish)
    - ii. Naming key first steps
    - iii. Scheduling time to connect again

### Tips and Tricks

- Maintain integrity – follow through on the decisions made in a time of peace.
- Protect the time for your weekly review – don't skip your weekly review because you feel like you don't have time. The weekly review will make sure the rest of your week is spent doing what is most important.
- If you must abbreviate your time, review your projects (4) and connect with people (5)
- Schedule 1.5 hours at the end of your week to do the weekly review.
- If a task takes less than 2 minutes, do it during the review. If you have many small tasks to complete, schedule 30 minutes somewhere else in order to complete them all at once.