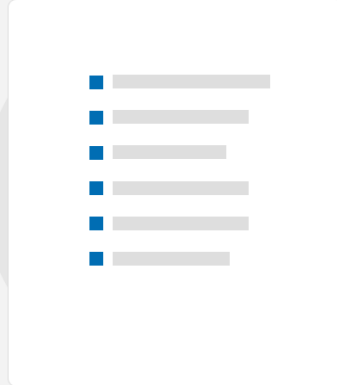


# Weekly review checklist



## Capture

- ☐ Brain dump anything in my onto paper
- ☐ Collect any notes or post its and process into right places

## Reflect

- ☐ Did I get my to-do's done?
- ☐ If not, why?
- ☐ Did I make progress on any goals?
- ☐ If not, why?

## Plan next week

- ☐ What is on the calendar?
- ☐ What can I do to prepare for next week?
- ☐ Start or carry over to-do list.
- ☐ Start or carry over goal list.
- ☐ Time block important things.

## Scan next four weeks

- ☐ Any important dates? (birthdays, holidays, events)
- ☐ Schedule any prep that needs to be done.

## Review

- ☐ Review annual or quarterly goals
- ☐ Are my goals, actionable, measurable and dated?
- ☐ Anything need to be changed, added, or deleted?

## Clear and prep

- ☐ Empty emails inbox
- ☐ Clear out mail and IRL inbox
- ☐ What can you do today to make next sunday a day of more rest?

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