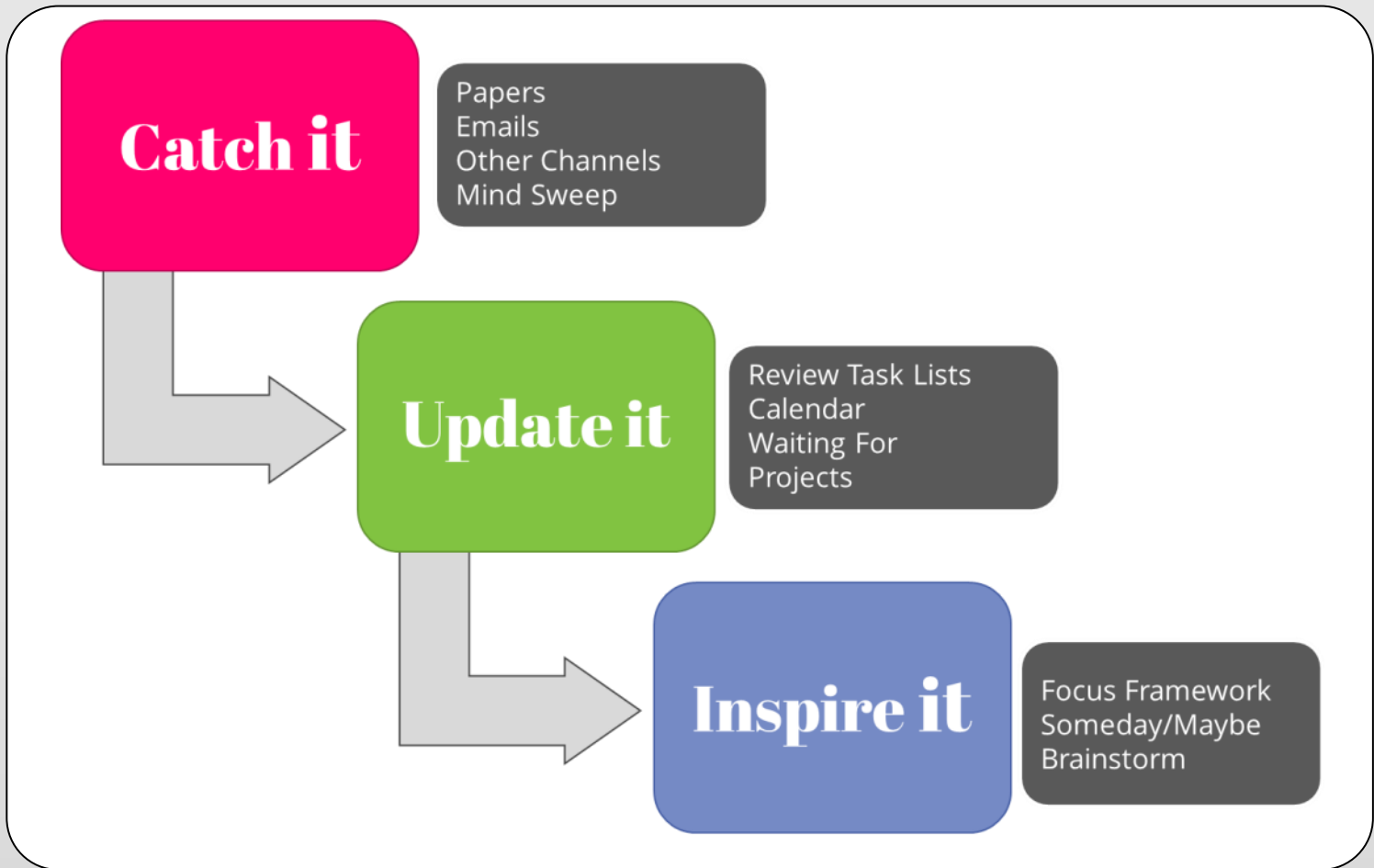




# Reflect

## The Weekly Review Guide



### CATCH IT

**Collect all loose papers** and materials including receipts, letters and meeting notes.

Ensure all **input is processed** (not “done” but you have clarified your thinking for paper materials, emails, voicemails, etc.) Do a **mind sweep** of any other un-captured new inputs including projects, next actions and waiting fors. Put them in writing and get them out of your head.

### UPDATE IT

Review **action lists**, ensuring completed items are marked off.

Add new actions that may have arisen from completed actions.

Review **past calendar** since your last review, capturing any action items that may have arisen from meetings, appointments, etc. Review **future calendar** (an in-depth review of next couple of weeks and a scan of next few months).

Review **waiting for list** to see if you need to follow up with any of your contacts. Mark off completed waiting fors.

Review **projects** ensuring you have at least one next action item on each.

Browse **project plans** and **reference material** to trigger new actions.

### GET CREATIVE

Review levels in Focus framework to stimulate new ideas and brainstorm thoughts to add to your system.

Review **someday/maybe** list to see if any of these have now or should become current projects.

Let your mind explore.

DATE/TIME OF YOUR WEEKLY REVIEW: