MY WEEKLY REVIEW CHECKLIST

**Stage 1: Get my inputs back to zero**

* Capture new ideas and nags
* Process email inbox back to zero
* Process Slack to zero
* Capture notes and actions from meetings
* Capture any receipts (wallet/mob photos)

**Stage 2: Get my Second Brain up to date**

* Go through **Second Brain** and update lists
* Review **Waiting For List** – for resolved, overdue or reminder actions
* Review **@Waiting** and **@Action** folders in email
* Go through Calendar, 1 week behind, 2 weeks ahead – for invites, actions or follow ups

**Stage 3: Think ahead (like a Boss)**

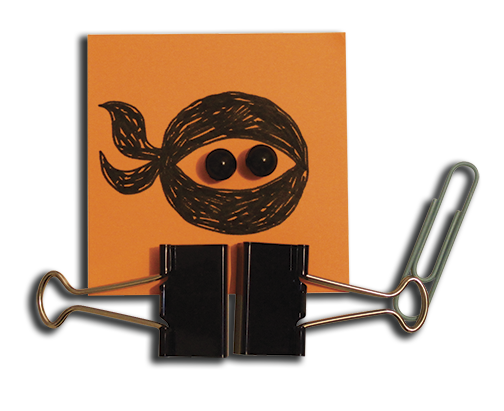
* What are my big priorities, deliverables and deadlines for the week ahead?
* Review **Projects List** – status, progress, timeline, add new actions to **Master Actions List**
* Focus on impactful work – what can I delete, be Ruthless about or renegotiate?
* When will my capacity, energy and attention be best next week – what will I do when?

**Stage 4: Get ready**

* Travel plans and logistics – times, tickets, hotels etc. (make it smooth next week!)
* Any printing or preparation needed for upcoming meetings?
* Get all files / papers I need ready for the coming week on my desk / in my bag
* Any people who I need to (re)confirm plans with, or talk to about upcoming activities?

**Stage 5: Questions**

* Check in with self: mood, motivation, morale, health, wellbeing etc.
* Am I feeling resistant towards certain tasks? How can I overcome that?
* How’s my rest, exercise, nutrition etc. going? What can I do next week to keep on track?
* Am I finding space for myself, and the people and things I love outside of work? If not, make plans now!



**GO Ninja!**

**Well done on all that thinking and planning! Enjoy this moment of calm and clarity and the assurance that you are working on the most important thing right now.**