Weekly Review Template

Week of: _____ Time taken: _____ minutes

1. Get clear

- [ ] Email and messages processed
- [ ] Notes, notebook and sticky notes collected
- [ ] Papers and receipts sorted
- [ ] Loose ideas and tasks written down

2. Look back

- [ ] Last week's calendar checked for follow-ups
- [ ] Task list updated: done ticked, irrelevant deleted, vague items rewritten

What went well: _____

What did not: _____

What I learned: _____

3. Look ahead

- [ ] Next two weeks of calendar checked
- [ ] Each active project has a clear next step

Top three priorities this week:

1. _____
2. _____
3. _____

Life areas

- [ ] Money: bills due, subscriptions reviewed
- [ ] Meals: plan and shopping list ready
- [ ] Health: exercise sessions and appointments scheduled
- [ ] People: someone to call, thank or check in with: _____
- [ ] Home: ten-minute reset done

Note to self

_____

Guide: www.flexyblogs.com/blog/weekly-review-habit