

Weekly Review Checklist

GTD preset. About 60 minutes.

Get Clear about 15 min

- ☐ **Gather loose paper and notes**
Receipts, notes, business cards: everything physical goes into one pile.
- ☐ **Empty every inbox**
Mail, messages, voice memos, and your task Inbox, all the way to zero. Sort them now and do them after the review.
- ☐ **Empty your head**
Write down anything still circling: ideas, worries, things you promised someone.

Get Current about 30 min

- ☐ **Review your action lists**
Cross off what is done. Anything stale gets rewritten or dropped.
- ☐ **Look back at last week's calendar**
Meetings and events leave follow-ups behind. Capture them.
- ☐ **Look ahead at the next two weeks**
Anything that needs preparation becomes a task with a day.
- ☐ **Review Waiting For**
Send a reminder for anything overdue. Delete what you no longer care about.
- ☐ **Review projects**
Every active project has one next action.
- ☐ **Review your checklists**
Routines, travel lists, anything you keep as a checklist.

Get Creative about 10 min

- ☐ **Review Someday/Maybe**
Move anything you are ready to start onto a list with a day. Leave the rest parked and delete what you no longer want.
- ☐ **Add anything new, bold, or fun**
The step most people skip. Ideas need a home too.

Plan next week about 5 min

- ☐ **Check every Deadline in the next two weeks**
A deadline is the last acceptable day, not the day to do the work.
- ☐ **Give each task you will do this week a day**
That day is the When. It can move; the deadline does not.