# 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. Do what takes less than two minutes now; sort the rest and do it 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.