Weekly Review Checklist

Simple preset. About 15 minutes.

Clear about 5 min

- [ ] **Empty your Inbox**
  Every captured item gets a day, a project, or the bin. Do what takes less than two minutes now and the rest after the review, or it runs long.
- [ ] **Close out last week**
  Tick what is done. Anything you did not get to moves forward or gets dropped.

Plan about 8 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.
- [ ] **Look at next week's calendar**
  Meetings and travel take days away. A week with two travel days has three days of work in it.

Capture about 2 min

- [ ] **Write down anything still in your head**
  If it is on your mind, it is not in the system yet.