

## Custom Weekly Review Checklist

GET CLEAR 15 minutes if not possible, schedule 1-2 hours on the calendar

- Collect loose papers and materials from around desk, car, and house
- Gather receipts, notebooks, and any random materials into in-basket
- Empty red "in" folder into in-basket
- Empty tickler into in-basket
- Empty your head - any un-captured projects, action items, waiting for's, someday maybe's
- Review personal/professional trigger lists
- Get "in" to zero
  - In-basket
  - Email
  - Computer desktop
  - Computer downloads folders
  - Notetaker Wallet
  - Texts
  - OmniFocus
  - Apps: iCloud Notes, Drafts, Ulysses, Evernote
  - Dropbox Inbox folder
  - Paper Notebooks
  - Voicemail
  - Meeting notes

This is in addition to the 60-90 minutes of processing a day to stay on top of email and backlog.

The weekly review is not catchup time.

A little review is better than no review - David Allen

Get clear part 1: Wednesday  
Get clear part 2: Thursday

If you were to get all your ins to empty, how much time would you need? Schedule it.

GET CURRENT

- Review Action Lists
  - Do all lists have verbs?
  - Are these the options you want to see when you do work?
- Mark off any completed actions
- Add any other action steps that come to mind
- Review Previous Calendar - past 2 weeks or so
- Review Upcoming Calendar as far out as it goes (is there time for doing and defining?)
- Review Waiting For
- Review Project Lists
  - Check every project
  - Does everything have a next action?
  - Check off completed projects
  - Delete obsolete projects
  - Move static projects to incubate or on-hold
- Review Any Relevant Checklists

GET CREATIVE

- Review Someday/Maybe List
- Transfer anything to Project List?
- Be Creative and Courageous